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**s.17**

**s.21(1)(a)**

**s.21(1)(b)**

**IN Chinook / Chinook RI (IRCC)**

From:	IN Chinoak / Chinoak IRC (RC)										
Sent:	December 29, 2021 12:41 PM										
To:	IRCC F Mission / Missions F (RC); Brousseau-Jessica; Cedeijn-Jonathan; Gilles-Raymond; Raymond-Jonaham; Ruthlin-Robin-Leah; Wang Mark	Joseph Law; Lee Joseph; Owen Steve T	Vandenberg-Hart Julie L	Caliste-Dominique		Falconer-Chris; Polier-Florimont; Froberg-Alyssa; Cormie-Georgina; Ribeiro Luis	Marceau-Louis; Dufoir-Marie; Doucet-Martin, J		Kalitz-Jacqueline;	Justin-Jason; Morin-Jacelle; Jean-Simon;	
Cc:	IN Chinoak / Chinoak IRC (RC) / IN/INOM / OMRI IR (RC) / JL Officer / JL Officer (RC)		Triantafillou-Thomas T	Lee Timothy; Landry-Tyler;		Dierenza-Vanessa;	Antin-Marco	Gilles-Raymond;	Clack-Trevor; Daponte-Andie; Fernandez-Adelle; Hickey-Donna; Karkiana-Zali		
Subject:	Release - Chinoak - version 4.8.44 / Mise en place- Chinoak - version 4.8.44										

\*\*\*ENGLISH\*\*\*



..... Hello Chinook Experts:

Please distribute to all Chinook + users

A new version of Chinook+ Excel (version 4.8.44) is now available as of December 29, 2021, in GCDocs. Please find below the relevant links for setup and support for your mission.

Update:

Chinook+ Excel (version 4.8.44) uses an \_\_\_\_\_ of the case annotations \_\_\_\_\_. The control access using \_\_\_\_\_s to prevent unauthorized access to protected B client data, privacy breaches, and to be compliant with the Government of Canada Standards on \_\_\_\_\_.

**Set up Instructions:**

You must download the most recent version Chinook+ Excel version 4.8.44 from the link below:

- **Chinook - Module 3- Viewer - O13 Build.xlsb**  
<https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/374541743>  
The MS Office 2013 release version of Chinook + (version 4.8.44)
- **Chinook - Module 3- Viewer - O16 Build.xlsb**  
<https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/389952820>  
The MS Office 2016 release version of Chinook + (version 4.8.40)

**Report Installation date:**

Submit the installation date for your mission via email to the IN Chinook mailbox ([IRCC.INChinook-ChingookRI@IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChingookRI@IRCC@cic.gc.ca)) by **January 7**.

**Support:**

If you require additional support, please send an email to the IN Chinook mailbox ([IRCC.INChinook-ChinookRI@ircc.gc.ca](mailto:IRCC.INChinook-ChinookRI@ircc.gc.ca)).

Thank you in advance for your collaboration,

Andie DaPonte  
Director - INOM  
International Network

\*\*\*FRANCAIS\*\*\*



Bonjour les experts de Chinook :

Veuillez distribuer à tous les utilisateurs de Chinook+

Une nouvelle version de Chinook+ Excel (version 4.8.44) est maintenant disponible dans GCDocs à partir du **29 décembre 2021**. Veuillez trouver ci-dessous les liens pertinents pour l'installation et le soutien pour votre mission.

Mise à jour :

Chinook+ Excel (version 4.8.44) utilise de  
des annotations de cas. Le contrôle de l'accès avec les clés des interfaces permet d'éviter  
l'accès non autorisé aux données protégées B des clients, les violations de la vie privée et d'être conforme  
aux normes du gouvernement du Canada pour

**Instructions d'installation :**

Vous devez télécharger la version la plus récente de Chinook+ Excel version 4.8.44 à partir du lien ci-dessous :

- **Chinook - Module 3- Viewer - O13 Build.xlsb**  
<https://gcdocs2.ci.gc.ca/otms/cs.exe/link/374541743>  
La version MS Office 2013 de Chinook+ (version 4.8.44)
- **Chinook - Module 3- Viewer - O16 Build.xlsb**  
<https://gcdocs2.ci.gc.ca/otms/cs.exe/link/339952820>  
La version MS Office 2016 de Chinook+ (version 4.8.44)

**Signaler la date d'installation :**

Soumettre la date d'installation de votre mission par e-mail à la boîte Chinook RI (RCC.INChinook-ChinookRI.RCC@cic.gc.ca) l'avant le **07 janvier**.

**Soutien :**

Si vous avez besoin de soutien supplémentaire, veuillez contacter la boîte Chinook R (IRCC.INChinook-ChinookRI.RCC@cic.gc.ca).

..... Merci d'avance pour votre collaboration,

Andie DaPonte  
Directeur - OMRI  
Réseau international

Logan.Sara

**From:** IN Chinook / Chinook RI (IRCC)  
**Sent:** September 22, 2021 4:18 PM  
**To:** Harrison.Kevin; Clack.Trevor; Daponte.Andie; Karkaria.Zal; Mpaka.Manzi-Serge; Rushton.Robin-Leah; Wong.Mark; [REDACTED]; Alexis Fernandez; Alissar Ribahi; [REDACTED]; Brocard.Laurence; [REDACTED]; [REDACTED]; Calixte.Dominique; Falconer.Chris; [REDACTED]; Morin.Lacelle.Jean Simon; [REDACTED]; Celestin.Jonathan; [REDACTED]; Lee.Joseph; Vandentillaart.Julie; Montgomery.Karyne; [REDACTED]; Sparks.Laura; [REDACTED]; Law.Joseph; [REDACTED]; Ribeiro.Luis; Marcoux.Louis; [REDACTED]; Kuwonu.Prosper; Railton.Samuel-Crawford; [REDACTED]; Raymond.Christian; [REDACTED]; Landry.Tyler; DiRienzo.Vanessa; Cantin.Marco; [REDACTED]  
**Cc:** IN SPD / PPS RI (IRCC); Bishop.Keri; IN Chinook / Chinook RI (IRCC)  
**Subject:** Release - Chinook+ version 4.8.40 / Mise en place- Chinook+ version 4.8.40

\*\*\*ENGLISH\*\*\*



Hello Chinook Experts:

**Please distribute to all Chinook + users**

A new version of Chinook+ Excel (version 4.8.40) is now available as of September 22, 2021, in GCDocs. Please find below the relevant links for setup and support for your Mission.

**Update:**

Application [REDACTED] are now added to the [REDACTED], providing a quick summary of [REDACTED] etc. from the applicant's UCI and/or application in GCMS.

**Set up Instructions:**

You need to download the most recent version **Chinook+ Excel version 4.8.40** from the link below:

**Chinook - Module 3- Viewer – office 2013**

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/374541743>  
The MS Office 2013 release version of Chinook + (version 4.8.40)

**Chinook - Module 3- Viewer – office 2016**

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/389952820>  
The MS Office 2016 release version of Chinook + (version 4.8.40)

Please forward this message to anyone in your region who is using Chinook+ Excel and provide them with assistance as necessary.

**SUPPORT:**

\*\*\*FRANCAIS\*\*\*



Bonjour les experts de Chinook,

**Veillez distribuer à tous les Chinook+ utilisateurs**

Une nouvelle version de Chinook+ Excel (version 4.8.40) est maintenant disponible dans GCDocs à partir du 22 septembre 2021. Veuillez trouver ci-dessous les liens pertinents pour l'installation et le soutien pour votre mission.

**Mise à jour :**

[REDACTED] de la demande ( [REDACTED] ) sont maintenant ajoutées à la colonne « [REDACTED] », ce qui permet de présenter un résumé rapide [REDACTED] etc. trouvés dans l' IUC du requérant et/ou de sa demande dans le SMGC.

**Instructions d'installation :**

Vous devez télécharger la version la plus récente de **Chinook+ Excel version 4.8.40** à partir du lien ci-dessous :

**Chinook - Module 3- Viewer – office 2013**

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/374541743>  
La version MS Office 2013 de Chinook+ (version 4.8.40)

**Chinook - Module 3- Viewer – office 2016**

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/389952820>  
La version MS Office 2016 de Chinook+ (version 4.8.40)

Veillez transférer ce message à toute personne dans votre région qui utilise Chinook+ Excel et lui fournir l'aide nécessaire.

**Soutien :**



If you require additional support, please send an email to the IN Chinook mailbox  
([IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca)).

Thank you in advance for your collaboration!

Andie DaPonte, Director  
International Network Optimization and Modernization  
NHQ – International Network

Si vous avez besoin de soutien supplémentaire, veuillez envoyer un courriel à la boîte Chinook RI  
([IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca)).

Merci d'avance pour votre collaboration!

Andie DaPonte  
Directeur, OMRI  
RI Chinook

## IN Chinook / Chinook RI (IRCC)

**From:** IN Chinook / Chinook RI (IRCC)  
**Sent:** May 18, 2021 10:24 AM  
**To:** Raymond.Christian; [redacted]  
 [redacted]@international.gc.ca; Rafoss.Katherine; Sparks.Laura; [redacted]  
**Cc:** Daponte.Andie; Rushton.Robin-Leah; [redacted] Karkaria.Zal; IN Chinook / Chinook RI (IRCC)  
**Subject:** Release - Chinook+ installation Instructions / Mise en place - Les instructions d'installation de Chinook+

\*\*\*ENGLISH\*\*\*

\*\*\*FRANCAIS\*\*\*



Dear Colleagues,

Thank you for your interest in Chinook+. Please find below the relevant links for setup and support for your Mission.

### Set up Instructions:

The Chinook+ Production Release folder is now setup as follows:

- Data – Folder for the data files required for Chinook Module 3+
  - Schema.ini – File required to read the data necessary for Chinook Module 3+
- Mod3+ – Folder for the release versions of Chinook Module 3+
  - Chinook - Module 3- Viewer - O16 Build.xlsm – The MS Office 2016 release version of Chinook Module 3+ (currently version 4.8.37)



Chers collègues,

Merci de l'intérêt que vous portez à Chinook+. Veuillez trouver ci-dessous les liens pertinents pour l'installation et le support à votre mission.

### Instructions d'installation :

Le dossier de la version de production de Chinook+ est maintenant configuré comme suit:

- Data – Dossier des fichiers de données requis pour le module 3+ de Chinook.
  - Schema.ini – Fichier requis pour lire les données nécessaires au Module 3+ de Chinook
- Mod3+ – Dossier des versions de libération du Module 3+ de Chinook
  - Chinook - Module 3- Viewer - O16 Build.xlsm – La version MS Office 2016 du Module 3+ de Chinook (actuellement version 4.8.37)

- Documentation – Folder for the User manual
  - Chinook Mod+ User manual

**Support:**

Please send your questions for onboarding Chinook+ to the IN Chinook mailbox ([IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca)).

Thank you in advance for your collaboration!

Andie DaPonte  
Director, INOM  
IN Chinook

- Documentation – Dossier du manuel de l'utilisateur
  - Manuel de l'utilisateur Chinook Mod+

**Soutien :**

N'hésitez pas à envoyer vos questions concernant l'intégration de Chinook+ à la boîte de réception RI Chinook ( [IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca) ).

Merci d'avance pour votre collaboration!

Andie DaPonte  
Directeur, OMRI  
RI Chinook

Hickey.Donna

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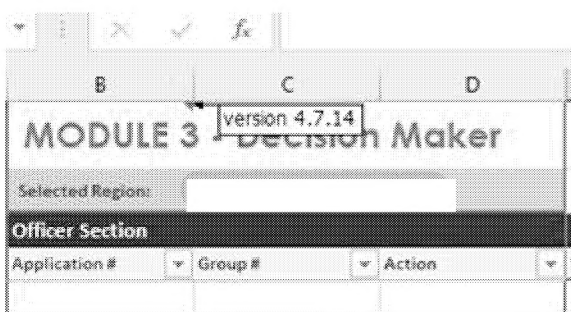
**From:** IN Chinook / Chinook RI (IRCC)  
**Sent:** December 16, 2019 8:27 AM  
**To:** [REDACTED] Catana.Lisa;  
'Christian.Raymond@international.gc.ca';  
Clack.Trevor; Daponte.Andie;  
[REDACTED] @international.gc.ca'; Kedney-  
Bolduc.Lydia; Manhas.Davinder; [REDACTED]  
[REDACTED] Pearson.Ryan;  
[REDACTED] @international.gc.ca';  
[REDACTED] @international.gc.ca';  
'Alissar.Ribahi@international.gc.ca';  
Amirault.Chantal;  
[REDACTED] @international.gc.ca';  
[REDACTED] @international.gc.ca';  
[REDACTED] @international.gc.ca';  
[REDACTED] @international.gc.ca';  
'Christian.Raymond@international.gc.ca';  
Creaco.Cassidy; Dagenais.Bobby; [REDACTED]  
[REDACTED] @international.gc.ca';  
[REDACTED] @international.gc.ca'; Gullins.Sarah;  
[REDACTED] @international.gc.ca';  
[REDACTED] @international.gc.ca';  
[REDACTED] @international.gc.ca';  
Landry.Tyler; [REDACTED] Lee.Joseph;  
[REDACTED] @international.gc.ca';  
Montgomery.Karyne; Morin Lacelle.Jean Simon;  
[REDACTED] @international.gc.ca';  
[REDACTED] @international.gc.ca';  
[REDACTED] @international.gc.ca';  
[REDACTED] @international.gc.ca';  
[REDACTED] Valdes.Jacqueline

**Subject:** Major release of Chinook Module 3 - Dec. 16th, 2020  
**Attachments:** Setting up a Chinook Testing Lab Folder\_Nov2019.docx

Hello Chinook Experts:

We are ready for the next major release of Chinook Module 3 that will resolve several issues raised by offices globally. This version has been tested in [redacted] and is an improvement over current versions.

The version you MUST update to is **4.7.16**. You must replace the older versions currently installed at your missions (4.7.14). A reminder that you can verify the version number by hovering over cell B1.



Note that with this release, we have also provided a reference document for creating a Chinook testing folder. Depending on the size of the IRCC office and other factors, the Chinook Area Expert may want to test the updated version of Module 3 with a limited number of users/workstations. This will allow the expert to confirm that the tool is working correctly without risking disrupting their office's productivity should there be a fault. Once the expert is satisfied with stability, the tool update can then be rolled out to more users. See the attached document for more details.

#### **Main updates in this latest version:**

- **CRITICAL UPDATE** - Applications must now be entered using the ' [redacted] ' button [redacted]. We have removed the functionality to add/remove applications directly in the Viewer worksheet so as to combat reported crashes related to navigating the worksheet. Unfortunately, users can no longer [redacted]

- A timeout (30 seconds) for the [redacted] has been added to attempt to eliminate issues related to the [redacted]
- Multiple build versions have been created (MSOffice 2010; MSOffice 2013; MSOffice 2016) with updates to the [redacted] to open the appropriate version in Read Only mode. This helps prevent crashes associated with a version of Mod 3 which is different to the user's installed version of MS Office.
- Added the extra column [redacted] to the Schema.ini file.

## **FILES TO DOWNLOAD:**

### **1) Updated Module 3 (version 4.7.16)**

There are versions compiled for each version of MSOffice as follows:

- MSOffice 2010 – Chinook - Module 3- Viewer.xlsb
- MSOffice 2013 – Chinook - Module 3- Viewer - O13 Build.xlsb
- MSOffice 2016 – Chinook - Module 3- Viewer - O16 Build.xlsb

Note: In order to ensure all users in your office can access Module 3, please download all three build files. Once these are properly installed, the updated [redacted] will automatically select the correct build of Module 3 depending on the workstation's installed Windows/Office versions.

Download location for Module 3 (all builds)

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249816138&objAction=browse&viewType=1>

### **2) Updated [redacted] versions 1.1)**

You must replace the older [redacted] version currently installed at your mission. With [redacted] version 1.1, you can now verify the version number by hovering over cell B1.

Download location for [redacted] (version 1.1):

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249805122&objAction=browse&sort=name&viewType=1>

### **3) Updated Schema.ini**

The updated Schema.ini MUST be place in the data folder (same location as Mod3.xlsb):

Download location for Schema.ini:

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249808563&objAction=browse&viewType=1>

### **4) Daily Data Downloads**

A reminder that the zip folder that your office downloads daily will contains 4 files.

1. [NAME OF REGION] – Mod 3-Cols.csv
2. [NAME OF REGION] – Mod 3-Hist.csv
3. Mod 3.xlsb
4. Mod 5.xlsb

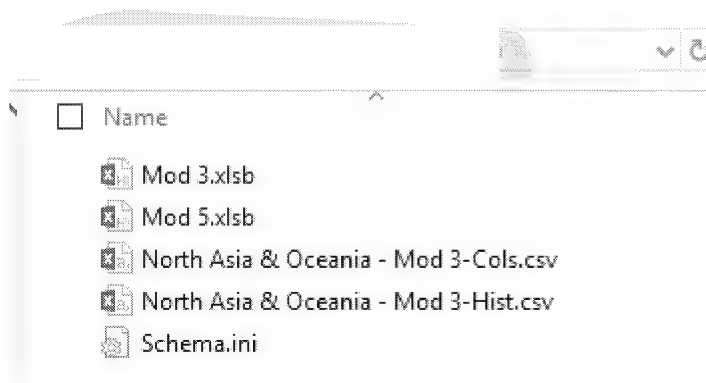
#### Download location for regular Mod 3 – Daily Data Downloads:

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=207063780&objAction=browse>

#### Folder Structure:

Reminder of what your folders will look like:

Your data folder should contain the Mod3.xlsb (replace the old one), plus your region's that you update daily. , schema.ini  
 \*\*\*The sample data is what we have in our region, but yours will be your regions csv files\*\*\*



#### FINAL IMPORTANT INSTRUCTIONS:

Once you have downloaded the new Module 3 (4.7.16) builds and replaced the old version(s), the initial user MUST open Module 3, set the datapath (point it at the folder), set the region and then close SAVE and CLOSE. Furthermore, the initial user MUST do this step for each of the different builds corresponding to the MSOffice versions used in your IRCC workplace from a workstation which has that build of MSOffice installed.

Eg. has users on both MSOffice 2016 and MSOffice 2010. Therefore, after downloading the files into the appropriate file locations, the initial user would open MSOffice 2010 – Chinook - Module 3- Viewer.xlsb on a workstation running MSOffice 2010 and set the data path and region before clicking SAVE and CLOSE. Next, the initial user would open MSOffice 2016 – Chinook - Module 3- Viewer - O16 Build.xlsb on a workstation running MSOffice 2016 and set the data path and region before clicking SAVE and CLOSE.

Users should always access Chinook Module 3 (in fact, all modules) using the as it verifies and ensures that the correct read-only version of the tool is opened based on the installed version of Office. Furthermore, in order to avoid instability with the Chinook processing suite, users should turn off whenever possible. For more information on see the Microsoft article ,

Please forward this message to anyone in your region who is using Module 3 and provide them with assistance as necessary.

For error reporting, please be sure to paste the Error Reporting Template below into an email and send to [IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca).

Thanks and Happy Chinooking,



Hickey,Danna

From: IN Chinook / Chinook RI (IRCC)  
Sent: January 21, 2022 10:50 AM  
To: Briebois,Eve; Demin,Andry; Caliste,Dominique; Ebru,Hoyuk; Falconer,Chris; Porrier,Florimont; Froberg,Alyssa; Conrre,Georgina; Hickey,Edward; Kalisz,Jacqueline; Yustin,Jason; Morin,Lacelle; Jean,Simon; Brousseau,Jessica; Jewett,Natalie; Celestin,Jonathan; Joseph,Law; Lee,Joseph; Vandentillart,Julie; Ribero,Luis; Marcoux,Louis; Dufour,Marthe; Doucet,Martin; Onz,Benita; Fatia,I; Kuwomu,Prosper; Ralton,Samuel; Crawford,Gills; Raymond,Raymond; Christian; Owen,Saive; Triantafillou,Thomas; Lee,Timothy; Landry,Tyler; DiRenzo,Vanessa; Canton,Marco; Gills,Raymond; Daponte,Andie; Fernandez,Alexis; Hickey,Danna; J.L.Officer / J.L.Officer (IRCC); Rushon,Robin; Leah,Wong; Mark; IRCC,F Missions / Missions F.I.R.C.C. IN Chinook / Chinook RI (IRCC); IN INCOM / OMRI RI (IRCC)  
Cc: Release - Chinook Module 1 version 2.4 / Mise en place- module 1 version 2.4 de Chinook  
Subject:



Hello Chinook Experts:

**Please distribute to all Chinook Module 1 users**

A new version of Module 1 Excel (version 2.4) is now available as of **January 21, 2022** in GcDocs. Please find below the relevant links for setup and support for your mission.

**Update:**

Major changes to the functionality of the

- **MultiSelect:**  
Added the ability to select multiple values from the dropdown
- **default values:**  
Previously, the default setting for the

Now the default value includes

**Set up Instructions:**

You must download the most recent version **Module 1 Excel (version 2.4)** from the link below. A reminder that you can always verify the version number by hovering over cell B1.

- o **TR Chinook – Module 1 (version 2.4)** - [Chinook - FMS](#)
- o **PR Chinook – Module 1 (version 2.4)** - [Chinook - FMS](#)

**Report Installation date:**

Submit the installation date for your mission via email to the IN Chinook mailbox ([IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca)) by **January 28**.

**Additional Updates :**

While the "Approved DLI" list continues to be published and is available to the public, the onus is now on the client to verify that they are permitted to travel to Canada (approved - a DLI with a COVID-19 readiness plan approved by the province or territory where the school is located). As such, the presence or lack of an approved DLI is not a reason to prioritize, delay, or refuse the issuance of a permit or visa. Therefore, IN Chinook is recommending that Module 1

Criteria ID	Criteria

Affected activities:

ID	Appl.OBName	Priority_ID

Pre-existing activities, such as and among others, will catch ;

Set up Instructions: performed by an Administrator

Refer to Pages 16-17 in the Chinook User Guide, located here: **Chinook User Guide - M1 October 2020.pdf**  
<https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/381916738>

For Activity: , this only needs to be renamed. This can be done in the

Please forward this message to anyone in your region who is using Module 1.

**Support:**

If you require additional support, please send an email to the IN Chinook mailbox ([IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca)).

Thank you in advance for your collaboration,



Bonjour les experts de Chinook :

**Veillez distribuer à tous les utilisateurs de Chinook Module 1**

Une nouvelle version de module 1 Excel (version 2.4) est maintenant disponible dans GcDocs à partir du **21 janvier, 2022**. Veuillez trouver ci-dessous les liens pertinents pour l'installation et le soutien pour votre mission.

**Mise à jour :**

Changements majeurs à la fonctionnalité du filtre <> :

- **Multi-Selection :**  
Ajout de la capacité de sélectionner plusieurs valeurs dans le menu déroulant <>
- **Valeurs par défaut <> :**  
Auparavant, la valeur par défaut pour le filtre

Désormais, la valeur par défaut contient.

**Instructions d'installation :**

Vous devez télécharger la version la plus récente de **module 1 excel (version 2.4)** à partir du lien ci-dessous. Un rappel que vous pouvez toujours vérifier le numéro de version en survolant la cellule B1.

- o **RT Chinook – Module 1 (version 2.4)** - [Chinook - FMS](#)
- o **RP Chinook – Module 1 (version 2.4)** - [Chinook - FMS](#)

**Signaler la date d'installation :**

Soumettre la date d'installation de votre mission par e-mail à la boîte Chinook RI ([IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca)) l'avant le **28 janvier**.

**Mises à jour additionnelles**

La liste « EED approuvé » continue d'être publiée et demeure accessible au public; toutefois, il incombe maintenant au client de vérifier s'il est autorisé à voyager au Canada (approuvé – EED disposant d'un plan de préparation à la COVID-19 approuvé par la province ou le territoire où il est situé). Par conséquent, la présence ou l'absence d'un EED approuvé ne constitue pas une raison de prioriser, de retarder ou de refuser la délivrance d'un permis ou d'un visa.

RI Chinook recommande donc que les activités du module 1

ID du critère	Critère

Activités affectées :

ID	Appl.OBName	Priorité_ID

Les activités préexistantes, comme entre autres, captureront ou

Instructions d'installation : effectuées par un administrateur

Consultez les pages 16-17 du manuel de l'utilisateur de Chinook, situé ici : **Chinook – Manuel de l'utilisateur – M1 octobre 2020.pdf**  
<https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/381916738>

Pour l'activité il suffit de changer le nom. Pour ce faire, il faut aller à l'onglet

Veillez distribuer ce message à toute personne de votre région qui utilise le module 1.

**Soutien :**

Si vous avez besoin de soutien supplémentaire, veuillez contacter la boîte Chinook RI ([IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca)).

Merci d'avance pour votre collaboration,

Andie DaPonte

Andie DaPonte Director - INOM International Network	Directeur - OMRI Réseau international
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**Hickey.Donna**

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**From:** IN Chinook / Chinook RI (IRCC)  
**Sent:** October 19, 2020 12:55 PM  
**To:** IRCC.F CN DGO / BDG RC F.IRCC; IRCC.F DN DGO / BDG RN F.IRCC; CIC-IR-IPMs-List; IRCC.F IN Area Directors / Directeurs de Zone RI F.IRCC; IRCC.F IN International / Internationale RI F.IRCC  
**Cc:** IRCC.F IN Optimization Modernization / Modernisation Optimisation RI F.IRCC; IN Chinook / Chinook RI (IRCC); IN DGO Mailbox / Boîte BDG RI (IRCC); IRCC.F IN Directors / Directeur RI F.IRCC; Catana.Lisa; Clack.Trevor; Daponte.Andie; Parkinson.Joshua; Karkaria.Zal; Kedney-Bolduc.Lydia; Mpaka.Manzi-Serge; Rushton.Robin-Leah; [REDACTED]  
**Subject:** Oickle.Natasha  
INT-2020-050: GCMS Release 24 - new tabs - Chinook and Chinook Activities / Version du SMGC 24 - nouveaux onglets - Chinook et les activités de Chinook

*Le français suit...*

Dear colleagues,

### **Chinook/GCMS Release 24 - new tabs - Chinook and Chinook Activities**

As of R24 all GCMS decision-makers will notice two new Chinook tabs in GCMS – Chinook and Chinook Activities. These new tabs are the culmination of months of work by the Journey Lab, with support from the Integrated Network and IT Operations.

Once operationally ready, the GCMS Chinook tab will be used in conjunction with the new version of Chinook Module 3 (known as Chinook +) which will allow the user to import information from Chinook+ directly into the GCMS Chinook tab, and automate multiple administrative tasks.

These new tools are expected to have a positive impact on TR processing efficiency, and have now been expanded to support the following lines of business: TRV, SP, WP, WP-EXT, SP-EXT.

**Please be advised that no decision-makers should use these tabs until further notice, unless invited to do so.**

Essential testing using Chinook+ and the GCMS Chinook Tab with live files is ongoing. Going forward, the Journey Lab will be inviting individual offices to participate in GCMS Chinook tab testing and roll-out. Once the testing has completed, these new tools will be released to the wider processing network in a phased rollout.

Thank you in advance for your collaboration!

Andie Daponte, Director

International Network Optimization and Modernization

NHQ – International Network

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chers collègues,

### **Chinook / Version du SMGC 24 - nouveaux onglets - Chinook et les activités de Chinook**

Comme de R24 tous les décideurs du SMGC remarqueront deux nouveaux onglets Chinook dans le SMGC – Chinook et les activités de Chinook. Ces nouveaux onglets sont l'aboutissement de plusieurs mois de travail par l'équipe du Laboratoire des processus numériques, avec le soutien de réseau intégré et des opérations de TI.

Lorsque est prêt sur le plan opérationnel, le SMGC onglet Chinook sera utilisé en conjonction avec la nouvelle version du module 3 Chinook (connu sous le nom de Chinook +) qui permettra à l'utilisateur d'importer des renseignements de Chinook+ directement dans le SMGC onglet Chinook, et d'automatiser les multiples tâches administratives.

Ces nouveaux outils devraient avoir une incidence positive sur l'efficacité du traitement de RT, et ont maintenant été élargi pour appuyer les secteurs d'activité suivants : VRT, PE, PT, PT-EXT, PE-EXT.

**Veillez prendre note qu'aucun des décideurs devraient utiliser ces onglets jusqu'à nouvel ordre, à moins d'invités à le faire.**

Les tests essentiels en utilisant Chinook+ et le SMGC onglet Chinook avec des dossiers est en cours. À l'avenir, l'équipe du Laboratoire des processus numérique sera invitée à participer aux bureaux individuels dans le SMGC onglet Chinook essais et déploie. Lorsque l'essai terminé, ces nouveaux outils seront diffusés à l'ensemble du réseau de traitement dans une mise en œuvre progressive.

Merci à l'avance de votre collaboration!

Andie Daponte, directeur

Optimisation et modernisation du réseau international (OMRI)

AC – Réseau international

# Chinook Release History

Task	Communication	Responsible	Date
<b>Module 1 and 3/4 Roll-Out Phase One: Incubator Group Missions</b> Abu + Riyadh; Manila [+ Colombo]; Ankara + Bucharest; Paris + Bucharest; London <b>Go Live</b>	Chinook - coming to a Mission near you! 05.25.2018.03.49.19.P M 05.25.2018.03.49.26.PM  <a href="http://gcdocs2/otcs/cs.exe/ink/377361985">http://gcdocs2/otcs/cs.exe/ink/377361985</a>	Incubator Reps	May 18 2018
<b>Module 1 and 3/4 Roll-Out Phase Two:</b> China Network; Mexico; Los Angeles; India Network; Nairobi; Singapore; CPC-O <b>Go Live</b>	Chinook - coming to a Mission near you! 05.25.2018.03.49.19.P M 05.25.2018.03.49.26.PM  <a href="http://gcdocs2/otcs/cs.exe/ink/377361985">http://gcdocs2/otcs/cs.exe/ink/377361985</a>	Area Experts	June 18 2018
<b>Module 1 and 3/4 Roll-Out Phase Three:</b> <b>Go Live</b>	Chinook Release Announcement Friday December	Area Experts	December 7, 2018

	7 12.05.2018.03.39.46.PM 1 2.05.2018.03.39.47.PM  <a href="http://gcdocs2/otcs/cs.exe/ink/377357520">http://gcdocs2/otcs/cs.exe/ink/377357520</a>		
<b>Module 2 Release Go Live</b>	Chinook - NEW MOD2 VERSION (1.0.2) 10.03.2019.02.12.14. AM 10.03.2019.02.12.32.AM (2)  <a href="http://gcdocs2/otcs/cs.exe/ink/377412213">http://gcdocs2/otcs/cs.exe/ink/377412213</a>	Area Experts	September, 2019
<b>Module 5 Roll-Out Go Live</b>	RE Module 5 release 07.31.2020.11.45.36 .AM 07.31.2020.11.45.37.A M  <a href="http://gcdocs2/otcs/cs.exe/ink/377376052">http://gcdocs2/otcs/cs.exe/ink/377376052</a>		November 20, 2019
<b>Major Release Module 3 -4</b>	Major release of Chinook Module 3 - Dec. 16th, 2020 12.16.2019.08.26.53.A M 12.16.2019.08.26.00.AM	Area Experts	December 16, 2019

	<a href="http://gcdocs2/otcs/cs.exe/ink/377356462">http://gcdocs2/otcs/cs.exe/ink/377356462</a>		
<b><i>Mini Release Module 1-3-4</i></b>	HEADS UP - Minor release of Chinook Module 3 - 06-JUL-2020 07.03.2020.02.25.42.P M 07.03.2020.02.25.43.PM  <a href="http://gcdocs2/otcs/cs.exe/ink/377353032">http://gcdocs2/otcs/cs.exe/ink/377353032</a>	Area Experts	July 6, 2020
<b><i>Release Module 2 vs.14 Inform no Module 6 and Handover to Journey Lab for Chinook 2.0 cloud base product</i></b>	Chinook 1.0 Excel Tool - Release Module 2 v14 08.26.2020.09.03.23.AM 08.26.2020.09.03.00.AM  <a href="http://gcdocs2/otcs/cs.exe/ink/379636458">http://gcdocs2/otcs/cs.exe/ink/379636458</a>	Area Experts	August 26, 2020
<b><i>Mini Release Module 1 vs. 2.2 and DLI</i></b>	Chinook - Module 1 Minor Release version 2.2 & Update Daily Data for DLI / Module 1 version mineure 2.2 et mise à jour des données quotidiennes des EED 10.30.2020.05.11.24.P M 10.30.2020.05.11.25.PM	Area Experts	October 30, 2020



	( <a href="http://gcdocs2/otcs/cs.exe/link/384002583">http://gcdocs2/otcs/cs.exe/link/384002583</a> )		
<b><i>Release - Chinook+</i></b>	Release - Chinook+ installation Instructions / Mise en place - Les instructions d'installation de Chinook+ ( <a href="https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435582448">https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435582448</a> )	All Missions	May 18, 2020
<b><i>Release - Chinook+ version 4.8.39 / Mise en place - Chinook+ version 4.8.39</i></b>	Release - Chinook+ version 4.8.39 / Mise en place - Chinook+ version 4.8.39 ( <a href="https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435585241">https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435585241</a> )	All Missions	July 29, 2020
<b><i>Release - Chinook+ version 4.8.40 / Mise en place- Chinook+ version 4.8.40</i></b>	Release - Chinook+ version 4.8.40 / Mise en place- Chinook+ version 4.8.40 ( <a href="https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435582377">https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435582377</a> )	All Missions	September 22, 2020
<b><i>Release - Chinook+ version 4.8.43 / Mise en place- Chinook+ version 4.8.43</i></b>	Chinook+ version 4.8.43 / Mise en place- Chinook+ version 4.8.43	All Missions	November 9, 2020

	<a href="https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435584059">https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435584059</a>		
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**Hickey.Donna**

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**From:**

**Sent:**

December 5, 2018 3:40 PM

**To:**

'@international.gc.ca';  
@international.gc.ca;  
@international.gc.ca;  
@international.gc.ca;  
@international.gc.ca';  
@international.gc.ca;

@international.gc.ca';  
l@international.gc.ca;  
l @international.gc.ca;  
@international.gc.ca';  
@international.gc.ca';  
@international.gc.ca;  
@international.gc.ca;  
'mourad.zahri@international.gc.ca';  
@international.gc.ca;  
@international.gc.ca';  
David.Rizzo@international.gc.ca;

Daponte.Andie;

Pearson.Ryan; Selinger.Rick; Sanan.Sunil;

Clack.Trevor

**Cc:**

Jacobs.Oscar; Catana.Lisa

**Subject:**

Chinook Release Announcement: Friday December 7

**Importance:**

High



## Chinook Release Announcement:

Greetings Chinook Area Experts,

**This is an important message, so please read in full and share with your office champions.**

### Chinook Mod1 (File Management Module)

New versions of the will be released on Friday, December 7. There are two versions:  
 If program support staff work on most of your TR files before an officer sees them, use the '

- Update these files on the first day of the work week.
- The first person to sign in will be set as an administrator. Make sure that this is you!
  - Note: There is no need to send the to another mission to have yourself added as admin.
- Your staff will need to log in again when they use the new package. **Staff must log in using their GCMS ID not/not their Signet login.** Once they have signed in, you can set admin privileges as you see fit.
- You will need to add in any such as You will also need to

### Updates:

- Separate student and worker tasks are now available.
- BTE code and transit visa tasks have been updated
- Verification tasks have been updated
- Data from another mission have been removed

Module 1 documentation can be found here: <http://gcdocs2/otcs/cs.exe/Open/249826477>

<input type="checkbox"/>	Type	Name	
<input type="checkbox"/>	Folder	Data	?
<input type="checkbox"/>	Folder	Mod1	✖
<input type="checkbox"/>	Folder	Mod2	?
<input type="checkbox"/>	Folder	Mod3	?
<input type="checkbox"/>	Folder	Mod4	?
<input type="checkbox"/>	Folder	Mod5	?
<input type="checkbox"/>	Folder	Mod6	?

**Please contact with any questions, comments or concerns on Module 1, or for help with initial setup.**

### Chinook Mod3 (Officer Decision Maker Module)

There will be a new release to Chinook Module 3 (the decision maker module) on Friday December 7. This version contains numerous updates which are listed at bottom, and **REQUIRE** an update to your folders/data structure. As the data for Module 3 will also be updated by SIMB over the weekend, you **MUST** update your staff to the updated version otherwise they will encounter data and tool errors. Ensure that ALL staff have deleted old versions of Module 3 and updated their shortcuts...etc.

Ensure that you have contacted **ALL** offices/users in your region who are using this tool and forward this message as needed.

All files must be downloaded directly from GCDocs – we will no longer send them via email.

The documents can be found here: <http://gcdocs2/otcs/cs.exe/Open/249826477>

- The new version of the viewer is located in at

s.16(2)(c)

<input type="checkbox"/>	Type	Name	
<input type="checkbox"/>	Folder	Data	?
<input type="checkbox"/>	Folder	Mod1	?
<input type="checkbox"/>	Folder	Mod2	?
<input type="checkbox"/>	Folder	Mod3	?
<input type="checkbox"/>	Folder	Mod4	?
<input type="checkbox"/>	Folder	Mod5	?
<input type="checkbox"/>	Folder	Mod6	?

- The new version of the **Schema.ini** and **Mod3.xlsb** (updated risk data) are located at Chinook>Data

<input type="checkbox"/>	Type	Name	
<input type="checkbox"/>	Folder	Data	?
<input type="checkbox"/>	Folder	Mod1	?
<input type="checkbox"/>	Folder	Mod2	?
<input type="checkbox"/>	Folder	Mod3	?
<input type="checkbox"/>	Folder	Mod4	?
<input type="checkbox"/>	Folder	Mod5	?
<input type="checkbox"/>	Folder	Mod6	?

\*\*\*You must update all three files for this update\*\*\*

If you have any issues immediately after release, please first re-download the documents from the GCDocs link and re-try at mission. Any persistent issues should be flagged to Andie DaPonte for troubleshooting.




#### Reminder:

Chinook Module 3 is NOT meant to be :

If users are unable to complete their work and enter it into GCMS before the end of the work day, they should hit "Cancel" and then "Save" to save the work done so far.

#### List of Updates:

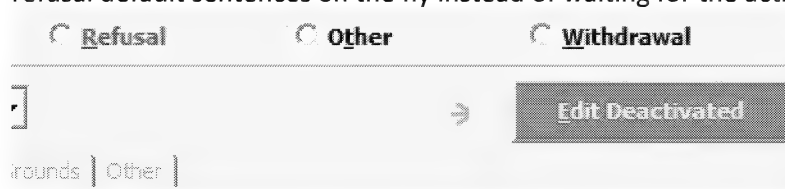
1. **Version number listed in comment of cell B1.**
  - a. When citing issues with Module 3 going forward, please cite which version you are using. This release is for V4.6.8
2. **New Column: Info**
  - a. This column combines a number of the **Comments** into one column, allowing the user to choose to either use this column AND/OR to use the individual columns for
  - b. If hovered over, this column will display a **Tooltip**
    - i. The information will be displayed in a narrative style which some users may find easier to read/review than the columns (see sample below).

3.  
- a. If a Client is in a Household, the Household number will also be listed in the  info column
4. **Passport Information of Client:**
  - a. Purpose of Visit Info column includes Passport information of the client that is linked to the application, including expiration date, document number and issuing country
- 5.

- d. **Note that the SP and WP data already exists in current version, but reiterating here as some offices were not aware.**

6. **Refusal Updates:**

- Layout:** The layout has been adjusted to better use the screen space. The working note now appears in the upper right corner, and the refusal note will be built in the bottom section of the window.
- Refusal Grounds:** The tool recognizes the application type (TRV, SP or WP) and provides the user a list of grounds as per the IRPR for that application type. If the user selects multiple applications of different applications types, the tool will default to show the WP refusal grounds, or the SP refusal grounds as priority over the TRV refusal grounds.
  - TRV: R179 refusal grounds listed
  - Study Permits: R216 & R220 grounds listed
  - Work Permits: R200 & R203 grounds listed
  - Other Grounds: The non-IRPR grounds will also adjust for each application type and should be reviewed
- Edit Refusal Sentences:** Click the Edit Deactivated/Activated Button – this will allow the user to edit the refusal default sentences on the fly instead of waiting for the action list.

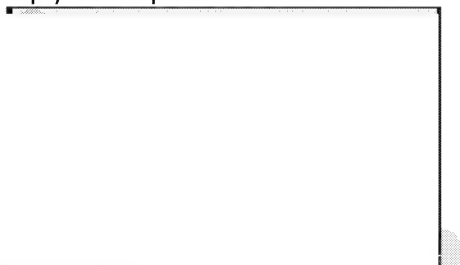


7. **Action Lists Updates**

- The action list now indicates whether the user has “**Refused**” OR “**Withdrawn**”. The reason to add this information is for the user to know on which applications they should use the **Refusal Note**.
- 
- Refusal Note:** hovering over the refusal note column will unhide a comment where the full refusal note can be reviewed/displayed
- 

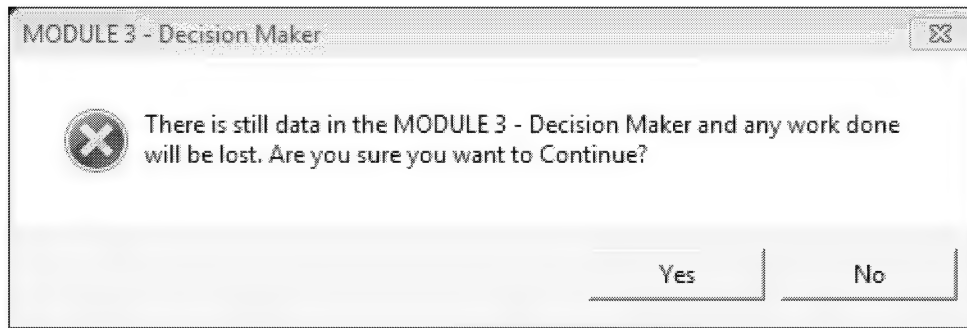
8. **Chinook Data Pulls**

- Chinook Data Pulls:** The tool will now pull in the Chinook data pulls. We now crossreference the client’s responses to those questions and the tool itself will recognize if a positive answer was made, but is missing in Module 3. When this occurs the column will state “**Missing Information**” followed by the details of the applicants reply. Example below.



9. **Warning Messages:**

- If a user tries to close Module 3 while data is still loaded in the tool, they will be prompted with a warning message to confirm this action. This is the user’s final reminder that all actions and data may be lost if the tool is closed.



Thanks!

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Senior Analyst | Analyste principal  
Strategic Planning and Delivery | Planification stratégique et exécution  
International Network | Réseau international  
Immigration, Refugees and Citizenship Canada | Immigration, Réfugiés et Citoyenneté Canada  
Government of Canada | Gouvernement du Canada  
[ic.gc.ca](http://www.ic.gc.ca)



s.16(2)(c)

s.17

**Hickey.Donna**

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**From:**

**Sent:**

December 18, 2019 1:57 PM

**To:**

IN Chinook /

Chinook RI (IRCC); Catana.Lisa; Clack.Trevor;  
@international.gc.ca';

Oickle.Natasha;

@international.gc.ca';

Daponte.Andie;

@international.gc.ca; Kedney-

Bolduc.Lydia; 'Alissar.Ribahi@international.gc.ca';  
@international.gc.ca';

@international.gc.ca';

@international.gc.ca';

@international.gc.ca';

'Christian.Raymond@international.gc.ca';

Creaco.Cassidy; Dagenais.Bobby;

@international.gc.ca'; Gullins.Sarah;

@international.gc.ca';

@international.gc.ca'; |

Landry.Tyler;

Lee.Joseph;

/@international.gc.ca';

Montgomery.Karyne; Morin Lacelle.Jean Simon;

Parkinson.Joshua;

@international.gc.ca';

@international.gc.ca;

@international.gc.ca';

Valdes.Jacqueline

**Subject:**

RE: Chinook/GCMS new "Pre-Assessment Note"  
Field

Hi Chinook Area Experts,

As a follow-up to our message introducing the new  
the following:

from December 4<sup>th</sup>, I would like to add

- Any note entered in the new " " field in GCMS will now populate in Module 3 so please start using that field for any | and refrain from using the
- We will join the " " so that any | You can see an example of how it should look in Chinook below so you can tell which field the note came from.
- The new field is now | It is not available in and
- The field is currently set at 500 characters but is scheduled to increase to 1000 characters in the February 2020 GCMS Release.

### Example of Mod 3:

### Answers – Analytical:

Thanks and happy holidays everyone!

Malcolm

**From:** |

**Sent:** December 4, 2019 9:25 AM

**To:** ; IN Chinook / Chinook RI (IRCC) ; Campbell.Malcolm ; Catana.Lisa ; Clack.Trevor ; @international.gc.ca'; Oickle.Natasha ; @international.gc.ca'; Daponte.Andie ; @international.gc.ca'; Kedney-Bolduc.Lydia ; 'Alissar.Ribahi@international.gc.ca'; @international.gc.ca'; @international.gc.ca'; @international.gc.ca'; @international.gc.ca'; 'Christian.Raymond@international.gc.ca'; Creaco.Cassidy ; Dagenais.Bobby ; @international.gc.ca'; Gullins.Sarah ; @international.gc.ca'; I@international.gc.ca'; ; Landry.Tyler ; Lee.Joseph @international.gc.ca'; Montgomery.Karyne ; Morin.Lacelle.Jean Simon ; Parkinson.Joshua ; @international.gc.ca'; @international.gc.ca'; @international.gc.ca';

; Valdes.Jacqueline

s.17

**Subject:** RE: Chinook/GCMS new "Pre-Assessment Note" Field

So, question: if we continue to put the [redacted], but there is a lag of a few days before the officers finalize, will Chinook continue to pull from [redacted]?"

Email \ Courriel: [redacted]@international.gc.ca  
 Telephone | Téléphone: ( [redacted] )

**From:****Sent:** December-03-19 6:25 PM

**To:** IN Chinook / Chinook RI (IRCC); Campbell.Malcolm; Catana.Lisa; Clack.Trevor; [redacted]  
 [redacted]@international.gc.ca; Oickle.Natasha; [redacted]@international.gc.ca; Daponte.Andie;  
 [redacted] Kedney-Bolduc.Lydia; 'Alissar.Ribahi@international.gc.ca';  
 [redacted]@international.gc.ca; [redacted]@international.gc.ca; [redacted]@international.gc.ca;  
 [redacted]@international.gc.ca; 'Christian.Raymond@international.gc.ca'; Creaco.Cassidy; Dagenais.Bobby; I  
 -MXICOA -IM; [redacted]@international.gc.ca; Gullins, Sarah -NROBI -IM; [redacted]@international.gc.ca;  
 [redacted]@international.gc.ca; Landry.Tyler; [redacted]-MOSCO -IM; Lee.Joseph;  
 -MIAMI -IM; [redacted]@international.gc.ca; Montgomery.Karyne; Morin.Lacelle.Jean Simon;  
 Parkinson.Joshua; [redacted]@international.gc.ca; [redacted]-LDN -IM; [redacted]@international.gc.ca;  
 Valdes.Jacqueline

**Subject:** RE: Chinook/GCMS new "Pre-Assessment Note" Field

Good Morning all,

FYI: It appears that the information in the new field will not be available in MOD3 before next week. If you decision makers work on files recently [redacted] for a few more days.

+ The new field appears to be at 500 characters as of this morning.

IN Chinook: Please jump in if there is anything!

Regards,

**From:** IN Chinook / Chinook RI (IRCC) <IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca>**Sent:** December 4, 2019 2:49 AM

**To:** Campbell.Malcolm <[redacted]@cic.gc.ca>; Catana.Lisa <Lisa.Catana@cic.gc.ca>; Clack.Trevor  
 <Trevor.Clack@cic.gc.ca>; [redacted]@international.gc.ca;  
 <[redacted]@international.gc.ca>; [redacted]@international.gc.ca; Oickle.Natasha  
 <Natasha.Oickle@cic.gc.ca>; [redacted]@international.gc.ca; Daponte.Andie <Andie.Daponte@cic.gc.ca>;  
 [redacted]@cic.gc.ca; [redacted]-MXICOA -IM  
 [redacted]@international.gc.ca>; Kedney-Bolduc.Lydia <Lydia.Kedney-Bolduc@cic.gc.ca>;  
 'Alissar.Ribahi@international.gc.ca'; [redacted]@international.gc.ca; [redacted]@international.gc.ca;  
 [redacted]@international.gc.ca; [redacted]@international.gc.ca; 'Christian.Raymond@international.gc.ca';  
 Creaco.Cassidy <Cassidy.Creaco@cic.gc.ca>; Dagenais.Bobby <Bobby.Dagenais@cic.gc.ca>; [redacted]-MXICOA -  
 IM <[redacted]@international.gc.ca>; [redacted]@international.gc.ca; Gullins, Sarah -NROBI -IM

<Sarah.Gullins@international.gc.ca>; @international.gc.ca'; @international.gc.ca';  
 @cic.gc.ca>; Landry.Tyler <Tyler.Landry@cic.gc.ca>; -MOSCO -IM  
 @international.gc.ca>; Lee.Joseph <Joseph.Lee@cic.gc.ca>; -MIAMI -IM <  
 @international.gc.ca>; @international.gc.ca'; Montgomery.Karyne  
 <Karyne.ivontgomery@cic.gc.ca>; Morin.Lacelle.Jean Simon <JeanSimon.MorinLacelle@cic.gc.ca>; Parkinson.Joshua  
 <Joshua.Parkinson@cic.gc.ca>; @international.gc.ca'; Owen, Steve -LDN -IM  
 <Steve.Owen@international.gc.ca>; @international.gc.ca'; -DELHI -IM  
 < @international.gc.ca>; Valdes.Jacqueline <Jacqueline.Valdes@cic.gc.ca>  
**Cc:** IN Chinook / Chinook RI (IRCC) <IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca>  
**Subject:** Chinook/GCMS new ' Field

Bonjour collègues,

Le 4 décembre, s'il vous plaît commencez à utiliser le nouveau " champ au lieu de " " champ pour toute sur les fichiers RT.

Sur page 6 des nouvelles notes de publication, vous verrez qu'un nouveau " onglet est ajouté au SMGC le 3 décembre.

- Un nouveau champ nommé apparaît maintenant sous pour toute les demandes de RT. Vous pouvez y entrer de l'information au sujet de mais vous n'êtes pas obligé de le remplir.
- For all TR applications, provides a new / . In this field, you can enter information about the This field is optional.

This field is being added for Chinook so the networks do not have to continue using the field for to be added to the Decision-Maker Module (3) of Chinook.

This new field will have the same parameters as the field in that it will be an open text field up to 500 characters but should be increased to 1000 characters in a future release if it hasn't already been increased to 1000 by December 3<sup>rd</sup>.

Here is where you can find the new field to use under

IN RIC Chinook  
 Strategic Planning and Delivery  
 International Network.

Hickey.Donna

---

**From:** IN Chinook / Chinook RI (IRCC)  
**Sent:** August 26, 2020 9:03 AM  
**To:** Catana.Lisa; Clack.Trevor;  
  
Kedney-Bolduc.Lydia;  
Oickle.Natasha;  
Daponte.Andie; Manhas.Davinder; Mpaka.Manzi-Serge; Pearson.Ryan;  
@international.gc.ca'; Alexis  
Fernandez; 'Alissar.Ribahi@international.gc.ca';  
Amirault.Chantal;  
@international.gc.ca';  
@international.gc.ca'; Brisebois.Eve;  
@international.gc.ca';  
Calixte.Dominique; Celestin.Jonathan;  
@international.gc.ca'; Daoud.Yomna;  
Frohberg.Alyssa;  
  
@international.gc.ca;  
s@international.gc.ca';  
@international.gc.ca';  
@international.gc.ca';  
Landry.Tyler;  
Lee.Joseph  
  
@international.gc.ca';  
Montgomery.Karyne; Morin Lacelle.Jean Simon;  
Parkinson.Joshua;   
@international.gc.ca'; Prosper  
Kuwonu; Ribeiro.Luis;  
@international.gc.ca;  
@international.gc.ca';  
  
Vandentillaart.Julie  
IN Chinook / Chinook RI (IRCC)

**Cc:**

**Subject:****Chinook 1.0 Excel Tool - Release Module 2 v14**

Hello Chinook Experts:

A new version of MOD2 v14 is now available August 26th, 2020, in GCDocs and includes the updates below.

**Main Updates:**

**IMPORTANT:** 3 Blocks with updated label. If you are

**#1 – FIXED:** Minor glitches and minor updates.

**#2 – UPDATED:** The display is now zoomed at 84%, therefore will appear smaller on your screen. This was necessary to ensure users working with different screen sizes could use MOD2.

**#3 – NEW:** – fully functional. This offers an alternative to the other  
won't and therefore is not intended to be used for

This block

**#4 – NEW:** – fully functional. This offers an alternative to the other  
won't

This block

**#5 – NEW:** section is now complete and fully functional. are  
included in the defaults representing 98% of caseload. Note that  
; & their as needed. It is possible to add or modify as many

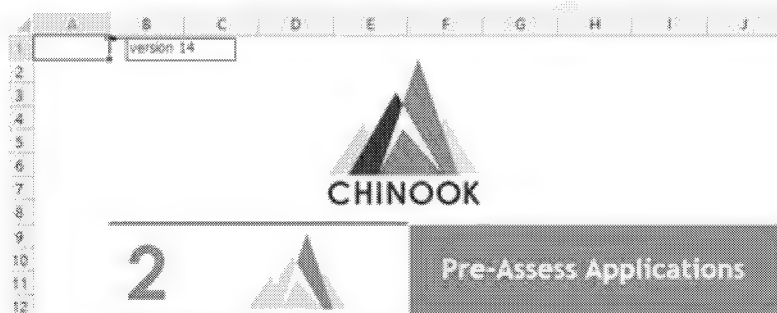
## #6 – REVIEWED: Defaults settings have been reviewed and improved.

Note that once you import your previous customization settings, you will not benefit from the new defaults as your previous settings will be copied. You are encouraged to explore the new defaults by watching the explanation videos that will be presented as part of the webinar session on August 26 and 31 or by downloading them once available in GCDocs or before

### How to update

Assuming that your [redacted] is set up to look for a file named “**Chinook – Mod2 (Version X.X.X).xlsm**”  
 Make sure no one will try to access MOD2 while you are updating the folder. It should take 2-3 minutes only from the moment you are in GCDocs.

1. Go in your [redacted] under your [redacted]
2. Rename your current version to “**Chinook – Mod2 (Version X.X.X).xlsm**”
3. Go to GCDocs:
4. Download the document named ‘ [redacted] ’
5. Save it under your Chinook MOD2 folder in your IDrive
6. Open “ [redacted] ” (the new file you have just downloaded)
  - a. Click on “ [redacted] ”
  - b. As first user, you will need to enter your GCMS ID
  - c. Click on the “ [redacted] ” button
  - d. Click on [redacted] + browse and select your previous version of MOD2 named “**Chinook – Mod2 (Version X.X.X).xlsm**”
  - e. Click “Yes” on the pop-up that appears
  - f. Select your **region** and the **data source folder location**
  - g. Exit from the setting windows and the pre-assessment window
  - h. Save the Excel document
  - i. Close MOD2
7. Go back to your MOD2 folder
8. Click right on the new version of MOD2 Excel document and select “Properties” then select “Read Only”
9. Open [redacted] click on [redacted] and make sure you see this:



10. If you see the right version #, it is good to go!

**Additional Updates/Reminders:**

1 – **Module 3** – Reminder to manually copy and paste the

2 – **Module 6** – This module will no longer be released in Excel,

We realize this may come as a disappointment to some of you (as it does for us)

Please forward this message to anyone in your region who is using Module 2 and provide them with assistance as necessary.

For error reporting, please be sure to paste the Error Reporting Template below into a new email and send to [IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca).



## Chinook Error Reporting

User Name	
IRCC Office Location	
Which Chinook module?	
Which version of the Chinook module?	
Which Chinook modules were running at the same time?	
Brief description of event. (what user was doing when issue occurred)	
Screenshots (if possible)	
Which version of Windows?	
Which version of Office?	
Other details?	

Thanks and Happy Chinooking,  
IN Chinook



## IN Chinook / Chinook RI (IRCC)

**From:** IN Chinook / Chinook RI (IRCC)  
**Sent:** November 9, 2021 1:59 PM  
**To:** Randhawa.Ranbir; Taljit.Gary; Hamilton.Karen; Kinoshita.Andrew  
**Cc:** IN Chinook / Chinook RI (IRCC)  
**Subject:** FYI -- FW: Chinook+ version 4.8.43 / Mise en place- Chinook+ version 4.8.43

\*\*\*\*For your information\*\*\*\*

Sharing the below communication released today to all Chinook users regarding a new version of Chinook+ (Excel version 4.8.43).

The new functionality of a GCMS note will appear for all applications with a final decision of Approved, Refused or Withdrawn that were made through the use of Chinook 1.0.

Thank you  
IN Chinook

From: IN Chinook / Chinook RI (IRCC) <IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca>  
Sent: November 9, 2021 9:58 AM  
To: IRCC.F Missions / Missions F.IRCC <IRCC.Missions-Missions.IRCC@cic.gc.ca>;  
<@international.gc.ca>; @international.gc.ca>; @cic.gc.ca>; @international.gc.ca>;  
<@international.gc.ca>; @international.gc.ca>; l @international.gc.ca>; Calixte.Dominique <Dominique.Calixte@cic.gc.ca>; @international.gc.ca>;  
<@international.gc.ca>; @international.gc.ca>; Falconer.Chris <Chris.Falconer@cic.gc.ca>; @international.gc.ca>; @international.gc.ca>;  
<@international.gc.ca>; @international.gc.ca>; @international.gc.ca>; l @international.gc.ca>; @international.gc.ca>; l @international.gc.ca>;  
<@international.gc.ca>; @international.gc.ca>; Morin.Lacelle.Jean Simon <JeanSimon.MorinLacelle@cic.gc.ca>; @international.gc.ca>; @international.gc.ca>;  
<@international.gc.ca>; Celestin.Jonathan <Jonathan.Celestin@cic.gc.ca>; @international.gc.ca>; @international.gc.ca>; Lee.Joseph <Joseph.Lee@cic.gc.ca>;  
<@international.gc.ca>; Vandentillaart.Julie <Julie.Vandentillaart@cic.gc.ca>; Montgomery.Karyne <Karyne.Montgomery@cic.gc.ca>; @international.gc.ca>; @international.gc.ca>;  
<@international.gc.ca>; @international.gc.ca>; @international.gc.ca>; @international.gc.ca>; Ribeiro.Luis <Luis.Ribeiro@cic.gc.ca>; l @international.gc.ca>;  
<@international.gc.ca>; Marcoux.Louis <Louis.Marcoux@cic.gc.ca>; @international.gc.ca>; l @international.gc.ca>; l @international.gc.ca>; Kuwonu.Prospere  
<prospere.kuwonu@international.gc.ca>; Railton.Samuel-Crawford <Samuel-Crawford.Railton@cic.gc.ca>; Gillis.Raymond <Raymond.Gillis@international.gc.ca>; Raymond.Christian <Christian.Raymond@cic.gc.ca>;  
<@international.gc.ca>; @international.gc.ca>; l @international.gc.ca>; @international.gc.ca>; @international.gc.ca>;  
<@international.gc.ca>; @international.gc.ca>; @international.gc.ca>; @international.gc.ca>; l @international.gc.ca>; Landry.Tyler  
<Tyler.Landry@cic.gc.ca>; @international.gc.ca>; DiRienzo.Vanessa <Vanessa.DiRienzo@cic.gc.ca>; @international.gc.ca>  
Cc: IN SPD / PPS RI (IRCC) <IRCC.INSPD-PPSRI.IRCC@cic.gc.ca>; JL Officer / JL Officier (IRCC) <IRCC.JL.Officer-JL.Officier.IRCC@cic.gc.ca>; IN Chinook / Chinook RI (IRCC) <IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca>; IN INOM / OMRI RI (IRCC)  
<IRCC.ININOM-OMRI.IRCC@cic.gc.ca>; Clack.Trevor <Trevor.Clack@cic.gc.ca>; Daponte.Andie <Andie.Daponte@cic.gc.ca>; Karkaria.Zal <Zal.Karkaria@cic.gc.ca>; Mpaka.Manzi-Serge <Manzi-Serge.Mpaka@cic.gc.ca>; Rushton.Robin-Leah <Robin-Leah.Rushton@cic.gc.ca>; Wong.Mark <Mark.Wong@cic.gc.ca>; Cantin.Marco <Marco.Cantin@cic.gc.ca>; @international.gc.ca>; @international.gc.ca>;  
Subject: Chinook+ version 4.8.43 / Mise en place- Chinook+ version 4.8.43

\*\*\*ENGLISH\*\*\*

\*\*\*FRANCAIS\*\*\*



Hello Chinook Experts:

Please distribute to all Chinook + users

A new version of Chinook+ Excel (version 4.8.43) is now available as of November 9, 2021, in GCDocs. Please find below the relevant links for setup and support for your Mission.

Update:

In this new version, a GCMS note will be added to the file. This functionality will ensure consistency with tracking and reporting on which Chinook version was used when a file is processed. This added functionality was requested by Legal and Litigation Management Branch colleagues.

The GCMS note will read:

- o Chinook 3+: « File processed with the assistance of Chinook 3+/ Dossier traité à l'aide de Chinook 3+ »

Set up Instructions:

You must download the most recent version Chinook+ Excel version 4.8.43 from the link below:

Chinook - Module 3- Viewer – office 2013

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=374541743&objAction=download&viewType=1>  
The MS Office 2013 release version of Chinook + (version 4.8.43)

Chinook - Module 3- Viewer – office 2016

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=389952820&objAction=download&viewType=1>  
The MS Office 2016 release version of Chinook + (version 4.8.43)

Please forward this message to anyone in your region who is using Chinook+ Excel and provide them with assistance as necessary.

SUPPORT:

If you require additional support, please send an email to the IN Chinook mailbox ([IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca)).

Thank you in advance for your collaboration!

Andie DaPonte, Director  
International Network Optimization and Modernization  
NHQ – International Network



Bonjour les experts de Chinook,

Veillez distribuer à tous les Chinook+ utilisateurs

Une nouvelle version de Chinook+ Excel (version 4.8.43) est maintenant disponible dans GCDocs à partir du 09 novembre 2021. Veuillez trouver ci-dessous les liens pertinents pour l'installation et le soutien pour votre mission.

Mise à jour :

Dans cette nouvelle version, une note sera ajoutée au dossier. Cette fonction permettra d'assurer la cohérence des rapports sur ces décisions afin de discerner quelle version de Chinook a été utilisée pour le traitement des dossiers. Cette fonctionnalité a été demandée par les collègues du Service à la clientèle et la Direction générale de la gestion des litiges ont expressément exigé que cette fonction soit ajoutée.

La note du SMGC comprendra ce qui suit:

- o Chinook 3+: « File processed with the assistance of Chinook 3+/ Dossier traité à l'aide de Chinook 3+ »

Instructions d'installation :

Vous devez télécharger la version la plus récente de Chinook+ Excel version 4.8.43 à partir du lien ci-dessous :

Chinook - Module 3- Viewer – office 2013

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=374541743&objAction=download&viewType=1>  
La version MS Office 2013 de Chinook+ (version 4.8.43)

Chinook - Module 3- Viewer – office 2016

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=389952820&objAction=download&viewType=1>  
La version MS Office 2016 de Chinook+ (version 4.8.43)

Veillez transférer ce message à toute personne dans votre région qui utilise Chinook+ Excel et lui fournir de l'aide si nécessaire.

Soutien :

Si vous avez besoin de soutien supplémentaire, veuillez envoyer un courriel à la boîte Chinook RI ([IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca)).

Merci d'avance pour votre collaboration!

Andie DaPonte  
Directeur, OMRI  
RI Chinook

Hickey.Donna

---

**From:**

**Sent:**

**To:**

October 3, 2019 2:12 AM

IN Chinook / Chinook RI (IRCC);

@international.gc.ca;

@international.gc.ca;

@international.gc.ca;

@international.gc.ca;

@international.gc.ca;

@international.gc.ca;

@international.gc.ca;

Alissar.Ribahi@international.gc.ca;

@international.gc.ca;

@international.gc.ca;

@international.gc.ca;

Christian.Raymond@international.gc.ca;

Gullins.Sarah; @international.gc.ca;

I @international.gc.ca;

@international.gc.ca; I

Montgomery.Karyne; Dagenais.Bobby;

Creaco.Cassidy; Landry.Tyler; Morin Lacelle.Jean

Simon; Valdes.Jacqueline; Lee.Joseph;

Parkinson.Joshua

**Cc:**

Kedney-Bolduc.Lydia;

ElMachour.Mohammed

**Subject:**

Chinook - NEW MOD2 VERSION (1.0.2)

Hello Chinook Experts,

I mentioned during the webinars that the " " block (MOD5 information) was not yet 100% functional, but I am now pleased to announce that it is up and running. In addition to this update, you will find the following in the version 1.0.2 now available through GCDocs.

### Changes/fixes in version 1.0.2:

#1 –

ISSUE: Based on the relationship selected, when " " were not prompted for pre-assessment, the note mentioned " " instead of no mention at all.

s.16(2)(c)

**SOLUTION:** Note output is now fixed and reflective of whether or not the Host's "Income and Savings" sub-blocks were prompted for pre-assessment. If not prompted and sub-blocks are greyed out, the output will be limited to the host information prompted only.

## #2 – Error message linked to

**ISSUE:** When a client of [redacted] is part of the list for pre-assessment an error occurred at the data pull stage (When clicking on [redacted])

**SOLUTION:** Transparent to users, an extra step is built-in so MOD2 can gather the data despite [redacted] with [redacted] value. In V1.0.2, this result with [redacted] in MOD2.

## #3 – [redacted] OR [redacted] combined with [redacted] = [redacted] button hidden

**ISSUE:** When [redacted] or [redacted] was selected and combined to the presence of [redacted] block right below, the re-sizing cause the [redacted] to overlap with the [redacted] button making it impossible to use.

**SOLUTION:** Code is now updated to prevent that situation from happening.

## #4 – [redacted] feature

**ISSUE:** The feature allowing users to have their files displayed in a specific order was not functioning.

**SOLUTION:** Code is now updated to enable the feature.

## #5 – [redacted] input disable

**ISSUE:** The feature do not fully work

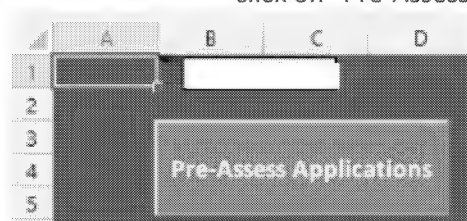
**TEMPORARY SOLUTION:** Feature is disable and will be available again as soon as it is fixed.

\*\*\*\*\*

## How to update? (*Slightly simplified procedure – 2019-10-03*)

Assuming that your [redacted] is set up to look for a file named “Chinook – Mod2.xlsm”.  
 Make sure no one will try to access MOD2 while you are updating the folder. It should take 2-3 minutes only from the moment you are in GCDocs.

1. Go in your [redacted] under your [redacted]
2. Rename your current version to “Chinook – Mod2 (Version X.X.X).xlsm”
3. Go to GCDocs:  
<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249808566&objAction=browse&viewType=1>
4. Download the document named “ [redacted] ”
5. Save it under your Chinook MOD2 folder in your [redacted]
6. Open [redacted] (the new file you have just downloaded)
  - a. Click on “Pre-Assessment”
  - b. As first user, you will need to put your GCMS ID
  - c. Click on the “settings” button
  - d. Click on “Import Custom Settings” + browse and select your previous version of MOD2 named “Chinook – Mod2 (Version X.X.X).xlsm”
  - e. Click “Yes” on the pop-up that appears
  - f. Select your **region** and the **data source folder location**
  - g. Exit from the setting windows and the pre-assessment window
  - h. Save the Excel document
  - i. Close MOD2
7. Go back to your MOD2 folder
8. Click right on the new version of MOD2 Excel document and select “Properties” then select “Read Only”
9. Open [redacted] click on “Pre-Assessment” and make sure you see this:



10. If you see the right version #, it is good to go! (**Currently version 1.0.2**)

\*\*\*\*\*

Thank you and sorry for the inconvenience.

Regards,

Conseiller strategique de la directrice de zone | Strategic Advisor to the Area Director

Gouvernement du Canada | Government of Canada



#1 -

## #2 - "Block

**ISSUE:** When a " " is customized for the " not to be pre-assessed, the sub-blocks are greyed out and it becomes impossible to type anything in, but the Notes still shows this:

In fact,

**SOLUTION:** Note output is adjusted not to mention " " at all and will be limited to this:

## What is new?

### #1 - 'Block update

Multiple offices had requested this update to provide users/missions with additional flexibility.

Output to display the " " like this:

TH: US/AUS/NZ/UK/ (

### #2 - New blocks (3) for Study Permit Pre-assessment

Note that " " is generic enough and could be used for other streams. All the dropdowns are customizable except " " under " "

s.16(2)(c)

#3 - Override Category dropdown

Now extended to avoid scrolling and SP & WP are the last 2 instead of being in the middle of the list.

Need to report an error?

Please use this simple form and email it to [IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca)



Chinook Error Reporting

User Name	
IRCC Office Location	
Which Chinook module?	
Which Office build (eg. 2010; 2013; 2016) and version number of the Chinook module?	
Which Chinook modules were running at the same time?	
Brief description of event. (what user was doing when issue occurred)	
Screenshots (if possible)	



Which version of Windows?	
Which version of Office?	
Other details?	

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## What is next for MOD2?

- WP Blocks
- Character reduction (Potentially new abbreviations or new wording.
- French version
- Enhanced main interface (Mainly to add sorting options, list management and multiple

upload)

Thank you and please do not hesitate if you have any questions.

Regards,

Conseiller stratégique de la directrice de zone | Strategic Advisor to the Area Director

Consul (Migration) | Consul (Migration)

Consulat général du Canada à Ho Chi Minh Ville | Consulate General of Canada in Ho Chi Minh City

Gouvernement du Canada | Government of Canada

[diinternational.gc.ca](mailto:diinternational.gc.ca)



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of Canada

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du Canada

Canada



TRV Journey Lab ::

**Chinook+ & GCMS Chinook Tab**

# **USER MANUAL v.3**

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## Revisionist History

Draft Version	Description	Date	Author
Draft v0	Description and detailed instructions of how to use new Chinook + and GCMS Chinook Tab (Stage 2 of Rollout)	27FEB2020	Lisa Catana
v1	Amendments to Biometrics Logic	10MAR2020	
v2	Amendments to Logic Inclusion of SP/WP/EXT functionality	27APR2020	Lisa Catana
V3	Minor edits	18JAN2021	Zal Karkaria

## Contact

For any questions and/or comments relating to Chinook + or the GCMS Chinook Tab, please contact the TRV Journey Lab – Officer Team at the following email:

[IRCC.JL.Officer-JL.Officier.IRCC@cic.gc.ca](mailto:IRCC.JL.Officer-JL.Officier.IRCC@cic.gc.ca)

## New tools at a glance

The TRV Journey Lab has recently created new features in Chinook and GCMS to help improve the decision-maker experience while processing TR applications.

Several features have been built to create a link between Chinook and GCMS, which will now allow decision-makers to:

**1. Automate Final Decision Administrative tasks:**

Using the new tools, decision-makers can now automate tasks that were previously done manually such as:


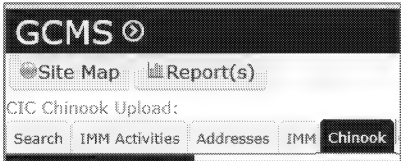
- Final Decision entry,
- Pasting notes from Chinook into Notes Tab
- Entry of refusal grounds
- Generation and sending of passport request/refusal letters
- Generating counterfoils
- Setting counterfoil print queue
- Modifying SP/WP Permit Details

2.

**3. Automate Biometrics Administrative tasks:**

Decision-makers can now indicate their Biometrics decision in Chinook, and the entry will be automated in GCMS

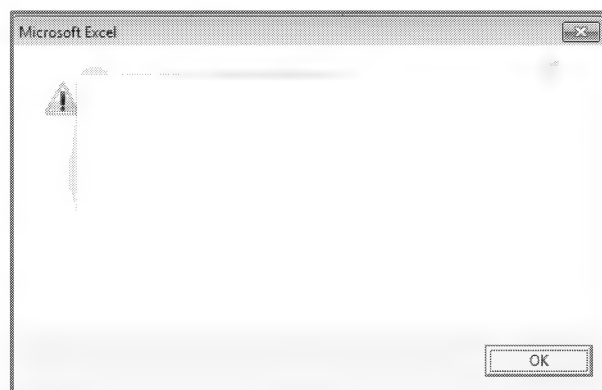
To take advantage of the new features, you will need access to two new tools:

Tool	Description
Chinook + 	<ul style="list-style-type: none"> <li>▪ New version of Chinook that includes new functionality including:               <ul style="list-style-type: none"> <li>○ New Biometrics Action column</li> <li>○ New functions in Action column</li> <li>○ Export to GCMS button</li> <li>○ Support for TRV/SP/WP/SP-EXTs</li> </ul> </li> </ul>
GCMS – Chinook Tab 	<ul style="list-style-type: none"> <li>▪ New Chinook Tab in GCMS that allows users to input data directly from Chinook then automates associated administrative tasks for final decisions and biometrics</li> <li>▪ Support for SP/WP/SP-EXTs as of JUNE 2020 with GCMS Release 23</li> <li>▪ Restricted Access: During the testing/rollout phase, the Chinook Tab will only be visible to users participating in the testing. Once full rollout is complete, the Chinook Tab will be added as a default for all GCMS Users with Visa Officer responsibility</li> </ul>

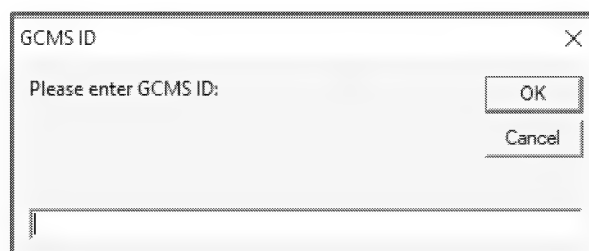
## Set up and get started

Prepare Chinook +

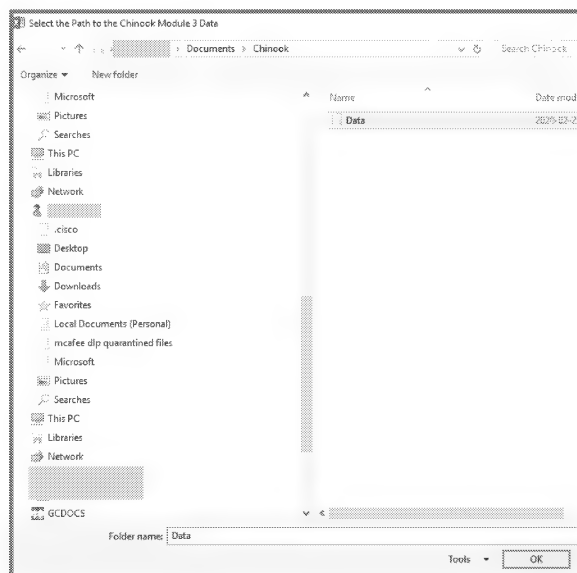
1. Open *ChinookPlus – Module 3 – Viewer.xlsb*
2. Read the Disclosure dialogue box and click *OK*



3. **Enter your GCMS ID:** When prompted, enter your GCMS ID  
**NOTE:** you must enter a GCMS ID to use Chinook+ with the GCMS Chinook Tab).



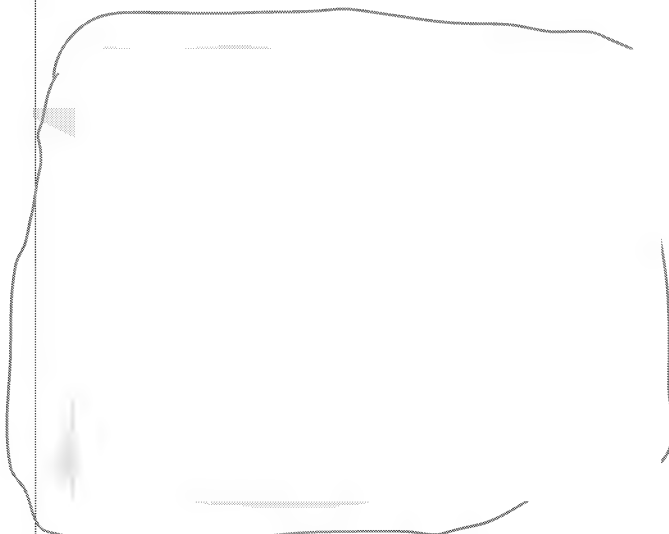
4. **Set your data path:** If data path is not already set up, navigate to the *Chinook>Data* folder on your computer and click *OK*.




## Prepare Chinook + (continued)

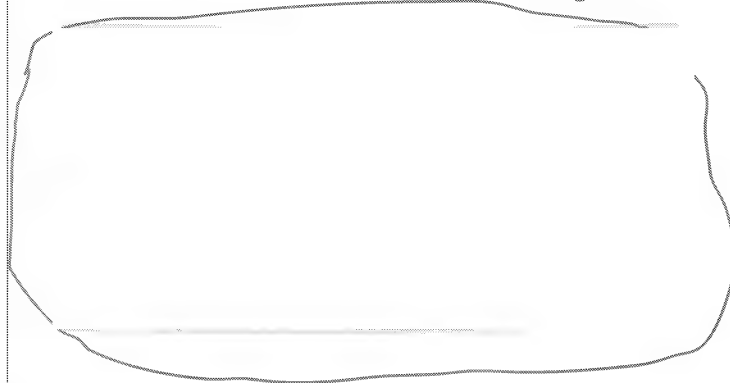
### 5. Ensure that the Data folder contains the following files:

- Mod 3
- Mod 5
- Schema
- REGION NAME – Mod 3 – Cols
- REGION NAME – Mod 3 – Hist
- **(NEW)** Chinook – Mod 3-Biometrics Ready
- **(NEW)** Chinook – Mod 3-Biometrics Roll Up



### 6. Set up your Selected Region and GCMS ID:

1. Click on the **Settings** button 
2. Under the User Info window:
  - Select the relevant **Region**

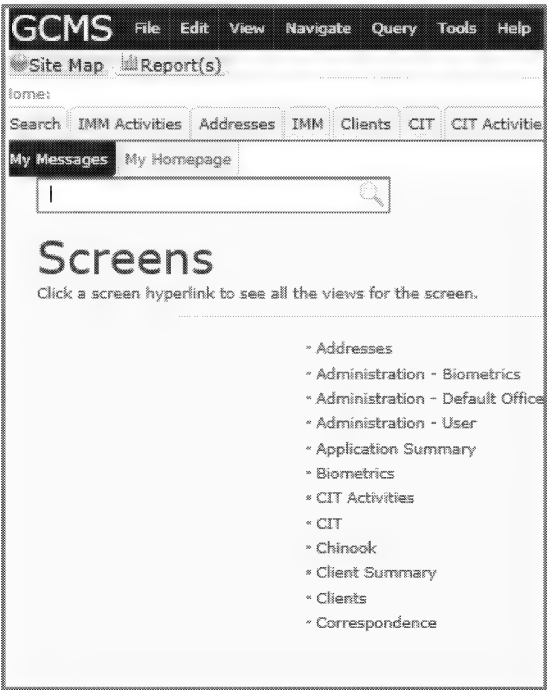


**NOTE:** The GCMS ID used in Chinook+ must match the GCMS ID of the user, when using the Chinook Tab in GCMS.

Prepare Chinook Tab

s.17

- 7. Open a new session of GCMS
- 8. Click on the new *Chinook Tab*
- 9. If not visible in your tabs, navigate to *Site Map>Chinook* and select *Chinook*



**NOTE:** The Chinook Tab is currently restricted only to officers involved in the testing. Once the new tools are fully tested and rolled out to all missions, the Chinook Tab will be available to all GCMS users with Visa Officer responsibility.

Chinook Tab layout

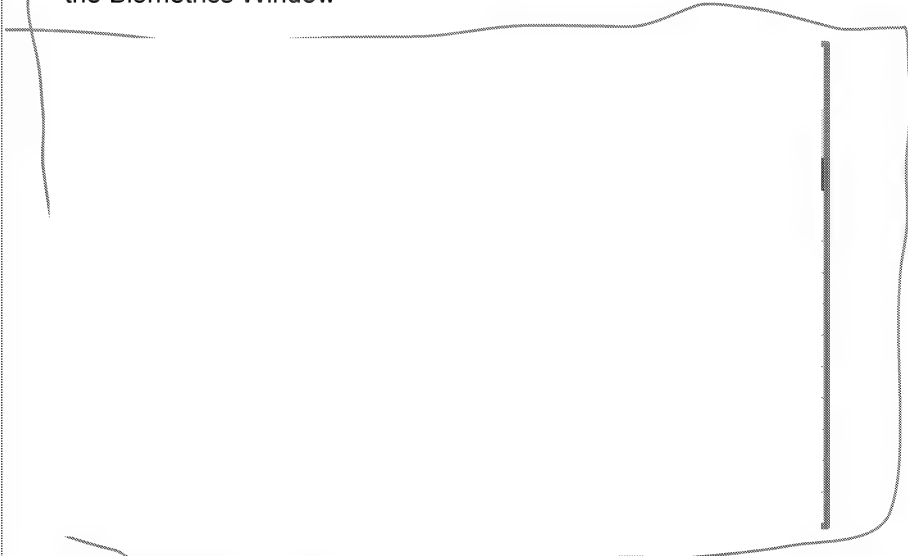




## Chinook+ :: What's New

# Using the new Biometrics Action column

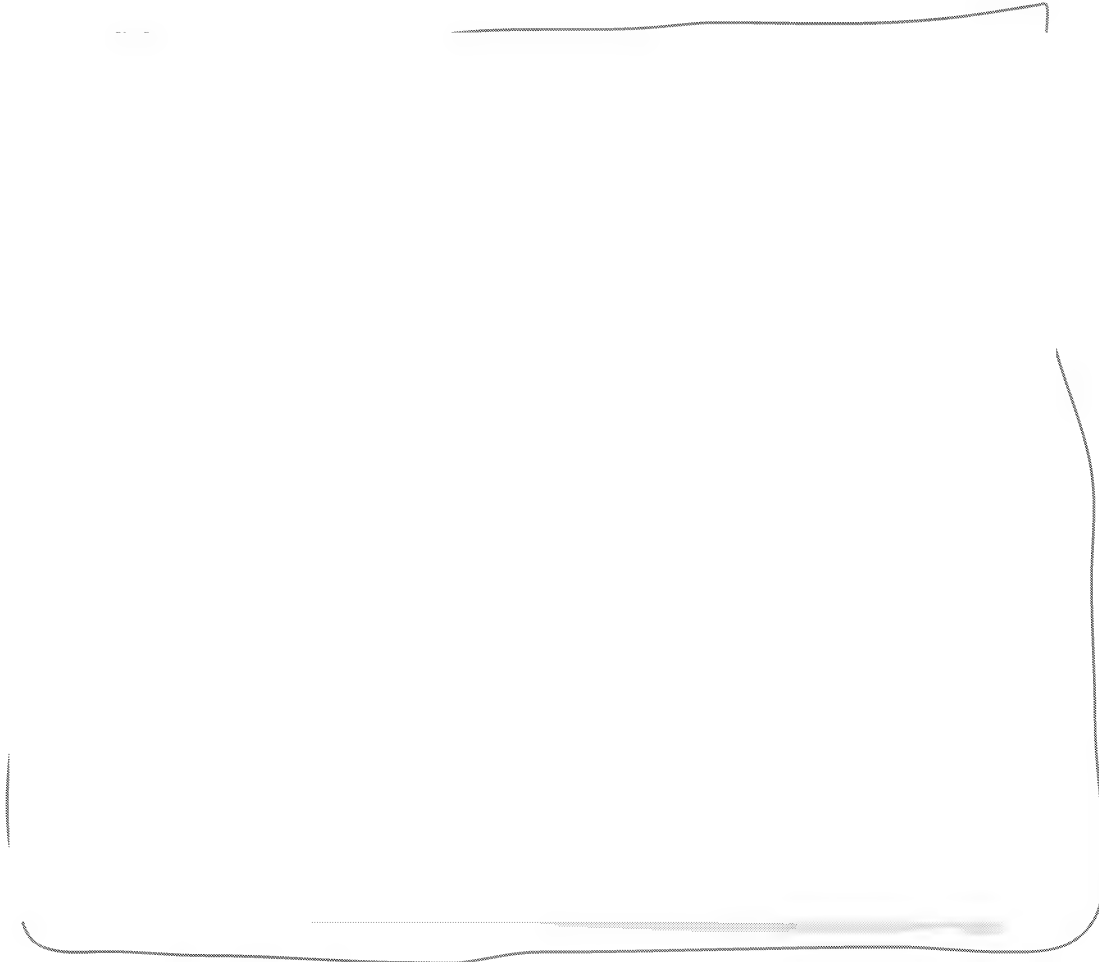
1. **Hover over feature:** Hover over any cell in the Biometric Action column to quickly view the biometrics details for an application, hover over the cell.
2. **To view the Biometrics Window for a single application:** Highlight the Biometrics Action cell corresponding to an application to launch the Biometrics Window.
3. **To view the Biometrics Window for a multiple applications:** In the Biometrics Action column, highlight multiple cells for the corresponding applications to launch the Biometrics Window



See ~~ANNEX A~~ for description and details of the Biometrics Action Column Statuses.

4. **Biometrics Window:** Use the << & >> buttons to toggle through your selected applications. The Application # and Record count will change as you toggle through the applications.

Using the new  
Biometrics Action  
column (continued)

- 
5. For applications where the *Biometric – FCC Detail* Activity for US, NZ or AUS is at status *Ready to be Assessed*, the appropriate check boxes will be activated.
  
  6. **Reviewed:** Click on the appropriate checkbox to set the biometrics activity status to *Complete – Assessed*. Once you have checked any of the boxes in the Biometrics Window, the Biometrics Action column will subsequently display *Reviewed* for that application.
  
  7. **Review Required:** If further review of the biometrics is required outside of Chinook, click the *Review Required* checkbox. The Biometrics Action column will subsequently display *Review Required* for that application.

## Using the new Biometrics Action column (continued)

8. When you have completed the biometrics assessments for the application(s), click the **Save Biometric Action** button to ensure that your assessments are saved and included in the Export to GCMS.

## Using the new features in the Action Window

### 9. Approvals: Counterfoil Details (For all LOBs)

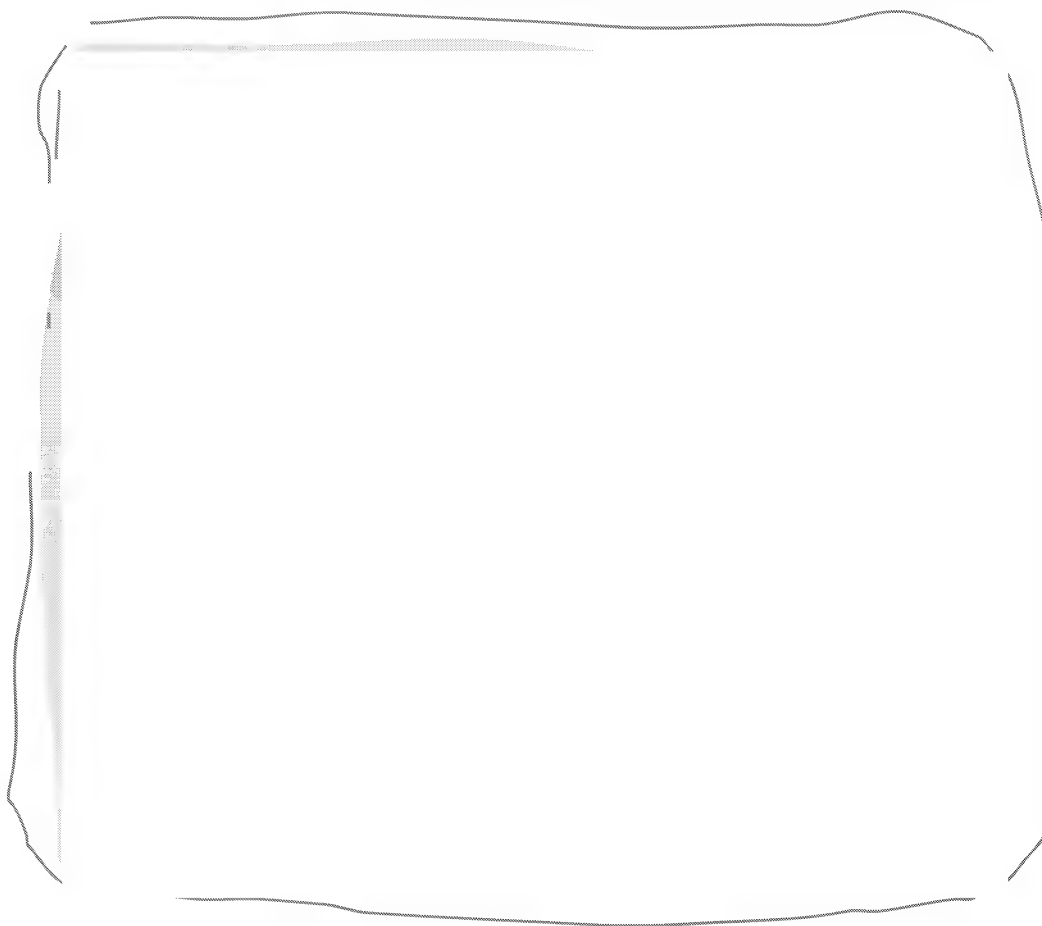
If the Approval checkbox is selected in the Action Window, decision-makers will now be able to select the following details from the **Action Window**. **NOTE:** If any of these fields are not entered in Chinook, then existing GCMS defaults will be followed.

#### Counterfoil Print Queue:

- Select your Office from the **Office** dropdown menu
- Select your desired **Counterfoil Print Queue** from the second dropdown (which will show a list of Print Queues associated to the selected office).
- **NOTE:** If no Print Queue is selected, your GCMS default print queue will be used once you have entered information in the Chinook Tab.

#### Counterfoil Validity Date:

- Click on the **Date** button to launch the calendar window and select a date.

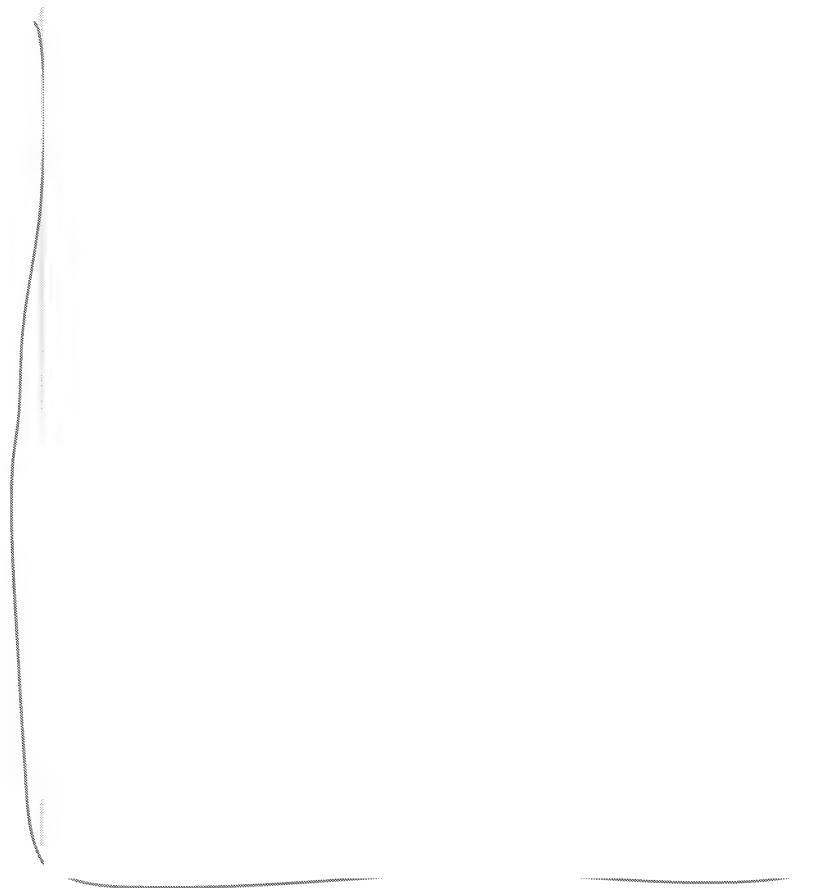


Using the new features in the Action Window (continued)

10. **Approvals: Permit Details (For SP, WP, SP-EXT and WP-EXT)**

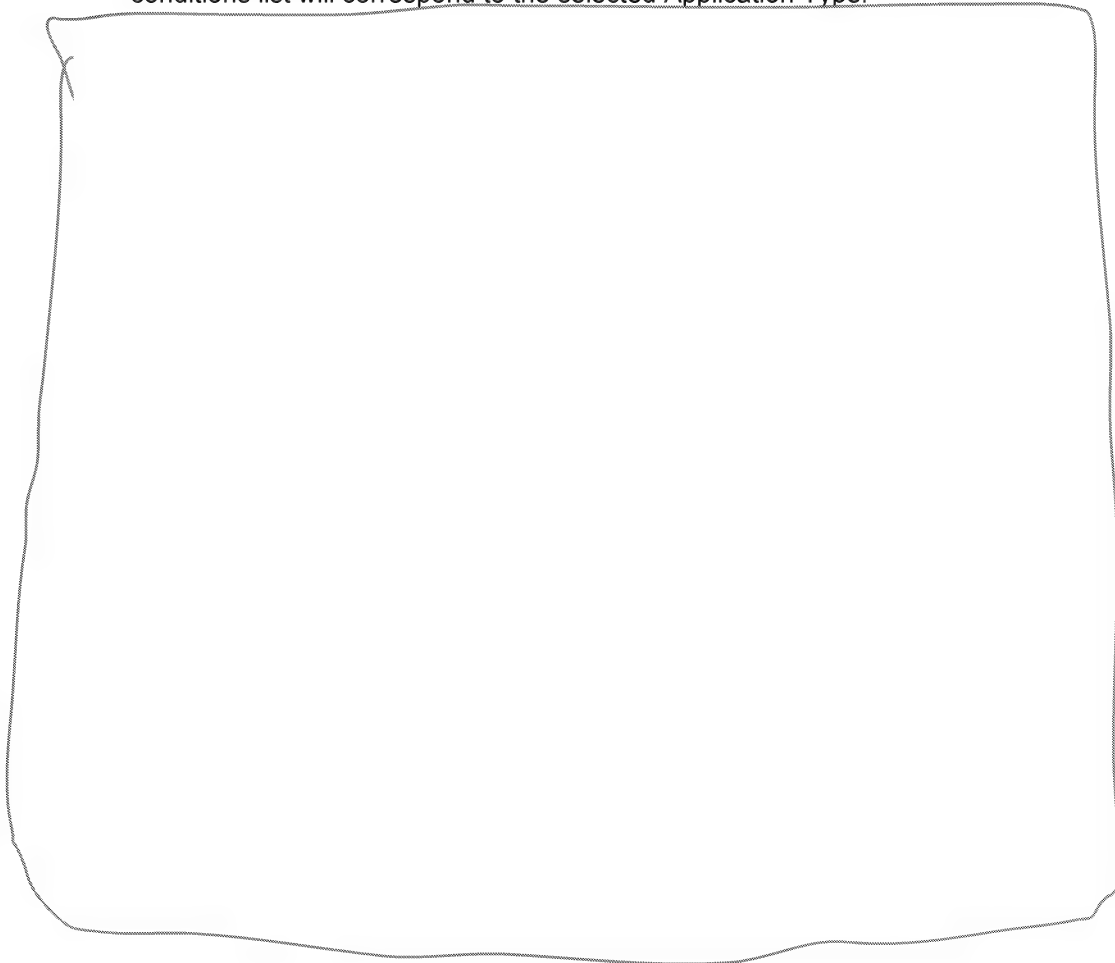
For SP, WP, SP-EXT and WP-EXT approvals, , additional fields will appear in the Action Window:

- **Permit Validity Date:**  
Click on the *Date* button to launch the calendar window and select a date.
- **Remarks:**  
Enter relevant remarks in the Remarks window as required.



Using the new features in the Action Window (continued)

- **Conditions:**  
To select Permit Conditions – click on the **Approvals 2** tab in the Action Window and select the conditions that apply for the application. The conditions list will correspond to the selected Application Type.



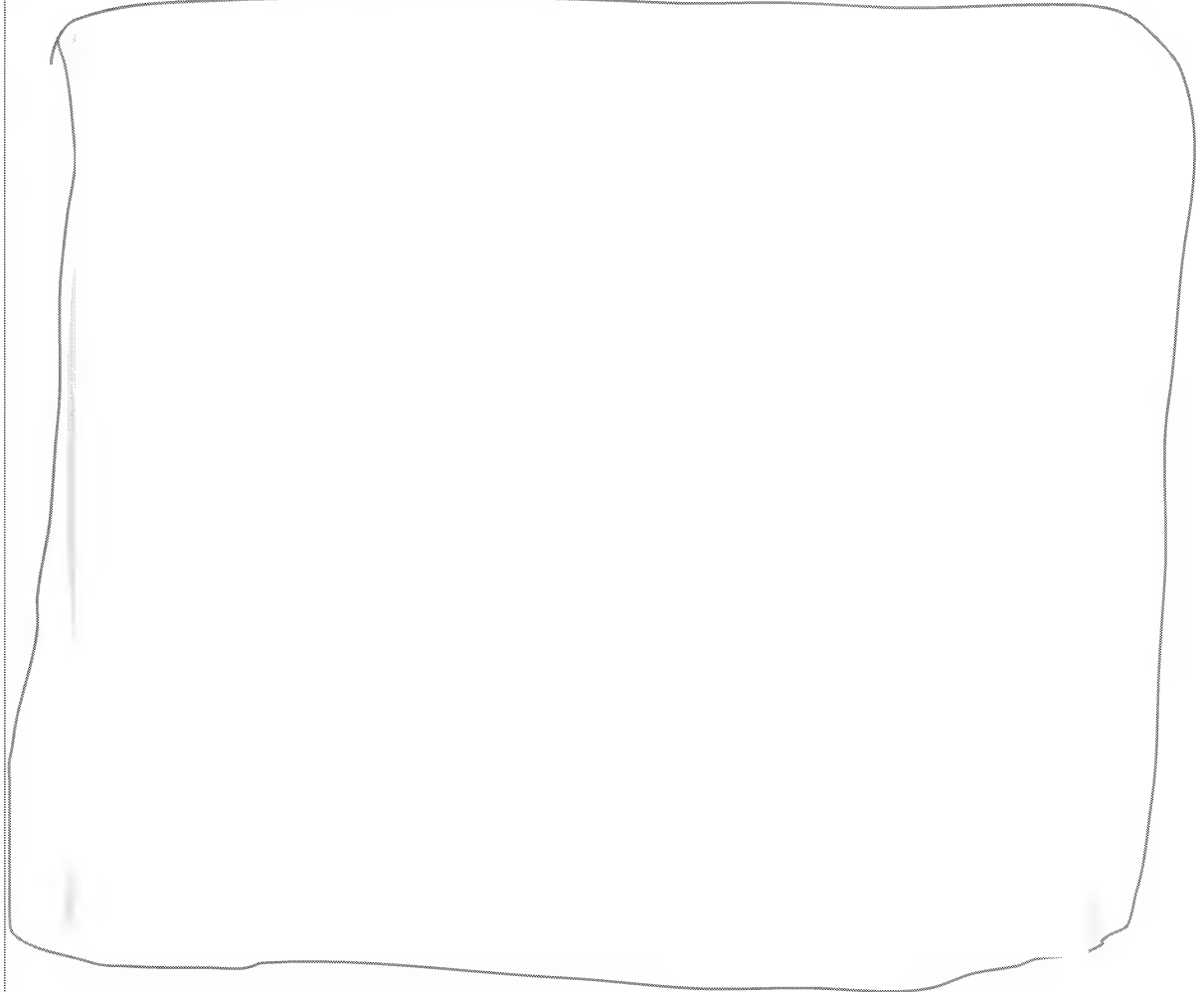
#### 11. Refusals:

- **Generate Refusal Letter Checkbox:**  
If the refusal checkbox is selected in the Action Window, the Generate Refusal Letter Checkbox will be checked as a default.  
  
If a refusal decision is exported to GCMS using the Export to GCMS button, a refusal letter will automatically be generated in GCMS based on the exported refusal grounds.  
  
Unchecking the box will stop the refusal letter from being automatically generated. This will allow additional edits or amendments to the refusal letter (i.e. adding comments for an “Other” refusal ground etc.

Using the new features in the Action Window (continued)

- **Refusal Letter Intros:**

For SP, WP, SP-EXT, WP-EXT, select the *Refusal Letter Intro* type from the drop-down box in the Action Window.



Using the new Export to GCMS button

12. The new Export to GCMS button can be used in lieu of the Action List button. Once clicked, the button will copy instructions for GCMS onto your clipboard that can then be pasted directly into the GCMS Chinook Tab to perform the final decision administrative actions that typically would have been done manually. These actions are the following (**See Annex B & C for full details of actions completed in GCMS, including logic**):

- Final Decision entry
- Biometrics FCC Detail Assessments
- Pasting notes from Chinook into Notes Tab
- Entry of refusal grounds
- Generation and sending of passport request/refusal letters
- Generating counterfoils
- Setting Counterfoil Print Queue
- Setting Counterfoil Validity Date
- Setting Permit Validity Date (SP/WP/SP-EXT/WP-EXT only)
- Setting Conditions & Remarks (SP/WP/SP-EXT/WP-EXT only)

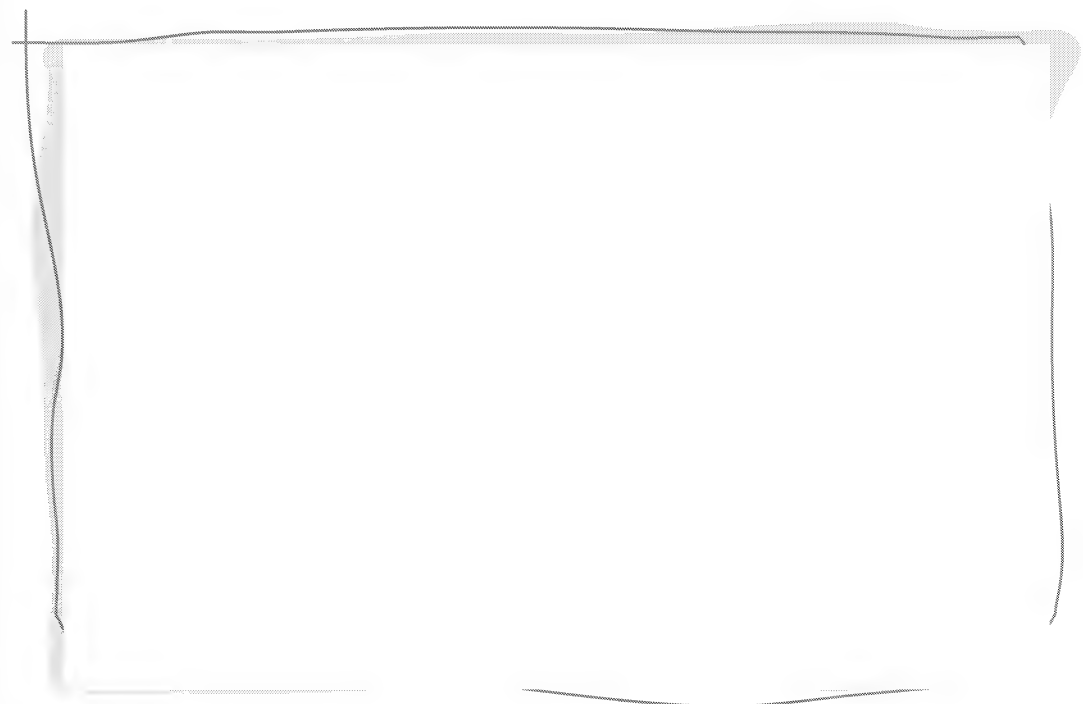


## Using the new Export to GCMS button (continued)

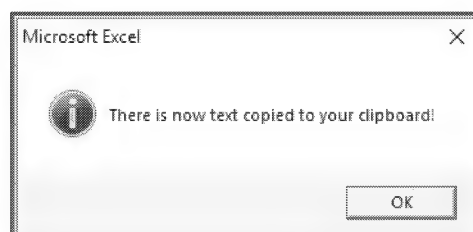
**NOTE:** All actions that are automated in GCMS, will be tagged in GCMS against the user's GCMS ID.

13. To use new Export to GCMS: Once decisions have been entered in the Action column, click on the Export to GCMS button.

**NOTE:** Applications that have "Other" in the Action column OR Applications that have already been Sent to GCMS will not be exported for decision.



14. The following window will pop up to confirm that the Export has been copied to your clipboard.

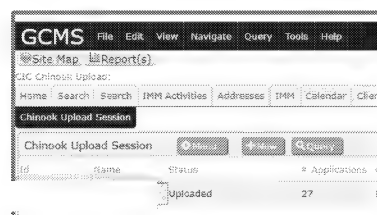
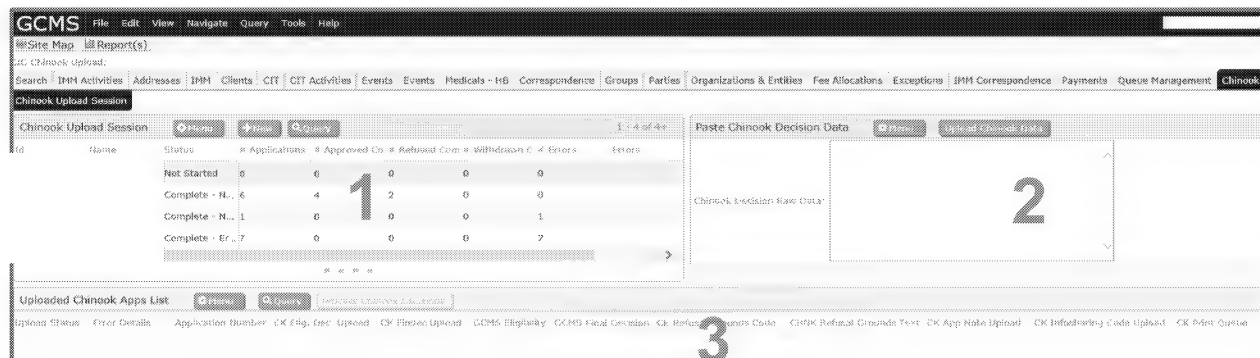


15. Navigate directly to the GCMS Chinook Tab to paste the information into GCMS. (see Chinook Tab instructions below).

## Sent to GCMS

16. Once an application's information has been Exported to GCMS, a checkmark will appear in the "Sent To GCMS" column.

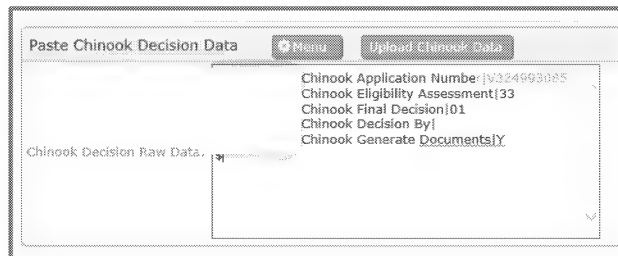




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## Pasting Chinook Data into Chinook Tab

- In the **Paste Chinook Decision Data** section of the tab, paste (CTRL+V) your data from the **Export to GCMS** button in Chinook.



**NOTE:** A "\$" sign will appear at the end of the pasted Chinook information. This indicates the end of the information. Do not hit enter, or enter any other characters after this \$ - it will cause an error.

- Click the **Upload Chinook Data** button to review your application information.

**NOTE:** This will not process the decisions, it will pull the Chinook decision information into the Uploaded Chinook Data list for review.

## Review Uploaded Chinook Apps List

- The application information entered in Chinook will appear in the Uploaded Chinook Data window:



Upload Status	Error Details	Application number	CK Elig. Dec. Upload	CK Findec Upload	GCMS Eligibility	GCMS Final Decision
Not Started			Passed	Approved		

- The following information can be reviewed in the relevant columns:

### Upload Chinook Apps List Columns:



Upload Status	Error Details	Application number	CK Elig. Dec. Upload	CK Findec Upload	GCMS Eligibility	GCMS Final Decision
---------------	---------------	--------------------	----------------------	------------------	------------------	---------------------

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## Using the Process Chinook Data button

9. Once applications have been reviewed – click the *Process Chinook Decisions* to complete the final decision activities for the applications.



**NOTE:** Depending on the number of applications being processed, the delay may be several minutes. **The buffer wheel will only appear for 90seconds and then will disappear. This does not mean that the processing has crashed.** Status will change to Complete or Complete- Error once processing is done.

### SUGGESTIONS:

- Do not process more than 25 applications at a time.
- Continue review of remaining applications in Chinook while you wait for the Chinook Tab to finish processing.

## Upload Statuses & Summaries

The Chinook Upload Session status will indicate the processing status of the group of applications in that session.

Chinook Upload Session									
Chinook Upload Session									
Menu + New Query									
Id	Status	# Applications	# Approved	# Refused	# Withdrawn	# Errors	Errors	Elapsed Time	
	Uploaded	1	0	0	0	0			1
	Complete - Error	1	0	0	0	1		2 seconds	
	Error - Upload Failed	1	0	0	0	0	Upload fa...		
	Complete - No Error	8	2	4	2	0		30 seconds	

The Chinook Upload Session window also provides a summary of the # Apps, # Approved, # Withdrawn, # Refused, # Errors as well as the elapsed time for each complete session.

Application Error Statuses

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As mentioned above, errors typically returned to a user to indicate that the application cannot be finalized, will still appear in the Chinook Tab under Application Error Status.

There are several new errors listed below that are specific to the Chinook Tab:

### Fixing Application Errors

10. Should an error occur on an application, click on the Application Number hyperlink.

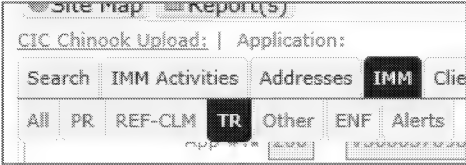
1-4PI1V30	Complete - Error	8	0	0	0	0	8
1-4PI1VGU	Error - Upload Failed	8	0	0	0	0	Upload

Uploaded Chinook Apps List				Process Chinook Decisions	
Upload Status	Error Details	Application Number	CK Elig.	Dec.	Upload
Error	Biometrics Assessment is required.	<a href="#">1-4PI1V30</a>			Passed
Error	Biometrics Assessment is required.				Passed
Error	Final Decision already exists in application				
Error	Final Decision already exists in application				
Error	Final Decision already exists in application				Failed
Error	Final Decision already exists in application				Failed
Error	Final Decision already exists in application				Failed
Error	Final Decision already exists in application				Failed

Deleting Applications from a Session

- Fix the error, if possible and use the breadcrumb to return to the Chinook Session Tab.



- Click the Process Chinook Decisions button, and all applications that are not at *Status= Complete* will be re-processed.
- To delete an application from a Session, highlight the application(s) and click *Menu>Delete Record*.

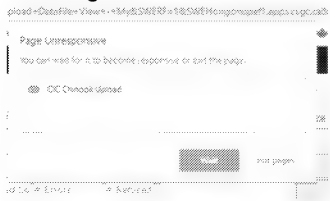
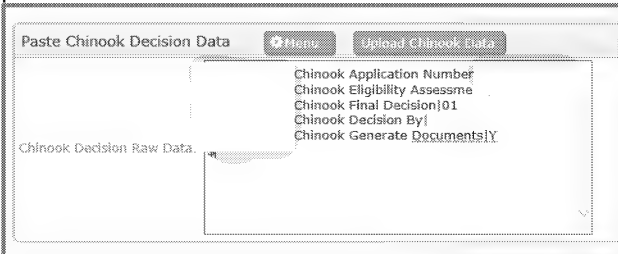


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# Troubleshooting

The Chinook+ and Chinook Tab are new and there may be bugs that have not been identified..

There are a few known issues that are identified below to assist with troubleshooting:

Issue	Workaround
<p><b>The buffer wheel disappears</b> and it looks like the Chinook session has crashed.</p> <p>OR Chrome gives me this Page Unresponsive message:</p> 	<p>In GCMS, the buffer wheel automatically disappears after 60-90second. Unfortunately, this isn't something we could easily fix.</p> <p><b>So trust it and let it run</b> – the Session Status will change to Complete – No Error or Complete – Error once it's done.</p> <p>Do not click the Process button again as this will actually make it crash.</p>
<p><b>When I paste my information from Chinook into the Chinook Raw Data window, I see a \$ and then some other symbols:</b></p> <p>Ex:</p> <pre>V1 Chinook Application Number V1 V1 Chinook Eligibility Assessment 33 V1 Chinook Final Decision 01 V1 Chinook Decision By  V1 Chinook Generate Documents Y \$ &gt;p</pre>	<p>To avoid errors in the Chinook Tab, ensure that there are no extra characters or spaces after you paste in the Chinook Data window:</p> 

Delete all extra characters and spaces after the \$.



# ANNEX A

## Biometric Action Column

Biometric Action Column Display	Biometrics Details Column: Lead Tag Line	Logic
POT ERROR – SEE GCMS	Potential Info Sharing Error – see GCMS	
ERROR Q1 – SEE GCMS	Info Sharing Q1 Failure – see GCMS	
ERROR Q2 – SEE GCMS	Info Sharing Q2 Failure – see GCMS	
NOT ASSOCIATED OR ALL NOT ASSOCIATED	Biometrics Not Associated - see GCMS	
POT ADV - SEE GCMS	Potentially Adverse Info – see GCMS	

**NOTE:** The detailed information for this record will not be provided in Chinook. Decision-Maker will be required to review information in GCMS and the Biometrics Assessment checkboxes for this application will be disabled in Chinook.

USA pending	Additional Info – see GCMS
NZL Pending	
AUS pending	
USA/NZL/AUS pending	
USA/NZL pending	
USA/AUS pending	
NZL/AUS pending	
<hr/>	
COMPLETE (COUNTRY) OR ALL COMPLETE	COMPLETE
<hr/>	
(COUNTRY) NRT OR ALL NRT	ALL NRT
<hr/>	
EXEMPT (COUNTRY) OR ALL EXEMPT	ALL EXEMPT
<hr/>	
INCOMPLETE FINGERPRINT (COUNTRY) OR INCOMPLETE NOT STARTED OR ALL INCOMPLETE	INCOMPLETE

## BIOMETRIC STATUSES THAT WILL APPEAR AFTER DECISION-MAKER REVIEW

REVIEWED	If the user has reviewed Biometrics and clicked on an assessment check box and "Save Biometrics Action" button
REVIEW REQUIRED	User has checked the "Review Required" box in the Biometrics Action Column

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## ANNEX B

### Final Decision Logic - TRV

	Activity/Field in GCMS	Final Decision		
		Approval	Refusal	Withdrawal
Eligibility & Findec	Eligibility Assessment	Eligibility: Passed	Eligibility: Failed	Eligibility: (blank – unless already Passed or Failed)
	Final Assessment	Final Decision : Approved	Final Decision : Refused	Final Decision : Withdrawn
Notes	Notes tab	Yes	Yes	Yes
Refusal Grounds:	Finalize Application>Refusal Grounds	N/A	Yes	N/A
Correspondence:	Correspondence>Outgoing	Ppt Request ltr = Generate	Refusal Letter = Generate	No letter generated – cannot automate letters that have to be picked from the T:Drive
		Ppt Request ltr = Sent	Refusal Letter = Sent	
		Ppt Request ltr = Generate	Refusal Letter = Generate	
Counterfoil	Finalize Application> Document Issuance	Generate and set Print Queue	N/A	N/A
Things GCMS won't let us automate that you'll still have to do :		If Received Via Other/VAC = set letter to Sent  Set Validity Date if change is required	If Received Via Other/VAC = set letter to Sent	Send withdrawal letter

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### Final Decision Logic - SP

		Final Decision		
	Activity/Field in GCMS	Approval	Refusal	Withdrawal
Eligibility & Findec	Eligibility Assessment	Eligibility: Passed	Eligibility: Failed	Eligibility: (blank – unless already Passed or Failed)
	Final Assessment	Final Decision : Approved	Final Decision : Refused	Final Decision : Withdrawn
Notes	Notes tab	Yes	Yes	Yes
Refusal Grounds:	Finalize Application>Refusal Grounds	N/A	Yes	N/A
Correspondence:	Correspondence>Outgoing	POE Intro Ltr = Generate Study Permit = Authorized	Refusal Letter = Generate	No letter generated – cannot automate letters that have to be picked from the T:Drive
		POE Intro Ltr = Generate Study Permit = Authorized Original Ppt Request = Sent	Refusal Letter = Sent	
		POE Intro Ltr = Generate Study Permit = Authorized Original Ppt Request = Generate	Refusal Letter = Generate	
Counterfoil	Finalize Application> Document Issuance	Generate and set Print Queue  Set Validity Date  Counterfoil = Generate  eTA = Authorized	N/A	N/A
Permit	Finalize Application >Document Issuance>Type = Permit – SP	Set Validity Date		
		User Remarks based on Chinook entry  Conditions based on Chinook entry		
Things GCMS won't let us automate that you'll still have to do :		If Received Via Other/VAC = set letter to Sent	If Received Via Other/VAC = set letter to Sent	Send withdrawal letter

Final Decision Logic – SP-EXT				
		Final Decision		
	Activity/Field in GCMS	Approval	Refusal	Withdrawal
Eligibility & Findec	Eligibility Assessment	Eligibility: Passed	Eligibility: Failed	Eligibility: (blank – unless already Passed or Failed)
	Final Assessment	Final Decision : Approved	Final Decision : Refused	Final Decision : Withdrawn
Notes	Notes tab	Yes	Yes	Yes
Refusal Grounds:	Finalize Application>Refusal Grounds	N/A	Yes	N/A
	Refusal Letter Details>Paragraph Type		Refusal Letters Details> Paragraph Type based on Chinook entry	
Correspondence:	Correspondence>Outgoing	Study Permit = Generate	Refusal Letter = Sent	No letter generated – cannot automate letters that have to be picked from the T:Drive
		Study Permit = Generate	Refusal Letter = Sent	
Counterfoil	Finalize Application> Document Issuance	Generate and set Print Queue Set Validity Date Counterfoil = Generate eTA = Authorized	N/A	N/A
Permit	Finalize Application >Document Issuance>Type = Permit – SP	Set Validity Date	N/A	N/A
		User Remarks based on Chinook entry Conditions based on Chinook entry		
Things GCMS won't let us automate that you'll still have to do :		Set Study Permit to Authorized	N/A	Send withdrawal letter

## Final Decision Logic - WP

		Final Decision		
	Activity/Field in GCMS	Approval	Refusal	Withdrawal
Eligibility & Findec	Eligibility Assessment	Eligibility: Passed	Eligibility: Failed	Eligibility: (blank – unless already Passed or Failed)
	Final Assessment	Final Decision : Approved	Final Decision : Refused	Final Decision : Withdrawn
Notes	Notes tab	Yes	Yes	Yes
Refusal Grounds:	Finalize Application>Refusal Grounds	N/A	Yes	N/A
	Refusal Letter Details>Paragraph Type		Refusal Letters Details> Paragraph Type based on Chinook entry	
Correspondence:	Correspondence>Outgoing	POE Introduction Ltr = Generate Work Permit = Authorized	Refusal Letter = Generate	
		POE Introduction Ltr = Generate Work Permit = Authorized Original Passport Request = Sent	Refusal Letter = Sent	No letter generated – cannot automate letters that have to be picked from the T:Drive
		POE Introduction Ltr = Generate Work Permit = Authorized Original Passport Request = Generate	Refusal Letter = Generate	
Counterfoil	Finalize Application> Document Issuance	Generate and set Print Queue  Set Validity Date  Counterfoil = Generate  eTA = Authorized	N/A	N/A
Permit	Finalize Application >Document Issuance>Type = Permit – WP	Set Validity Date	N/A	N/A
		User Remarks based on Chinook entry Conditions based on Chinook entry		

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Things GCMS won't let us automate that you'll still have to do :	If Received Via Other/VAC = set letter to Sent	If Received Via Other/VAC = set letter to Sent	Send withdrawal letter
--	--	--	------------------------

### Final Decision Logic – WP-EXT

Final Decision Logic - WP - EXT		Final Decision		
	Activity/Field in GCMS	Approval	Refusal	Withdrawal
Eligibility & Findec	Eligibility Assessment	Eligibility: Passed	Eligibility: Failed	Eligibility: (blank – unless already Passed or Failed)
	Final Assessment	Final Decision : Approved	Final Decision : Refused	Final Decision : Withdrawn
Notes	Notes tab	Yes	Yes	Yes
Refusal Grounds:	Finalize Application>Refusal Grounds	N/A	Yes	N/A
	Refusal Letter Details>Paragraph Type		Refusal Letters Details> Paragraph Type based on Chinook entry	
Correspondence:	Correspondence>Outgoing	Work Permit = Generate	Refusal Letter = Generate	
		Work Permit = Generate	Refusal Letter = Sent	No letter generated – cannot automate letters that have to be picked from the T:Drive
		Work Permit = Generate	Refusal Letter = Generate	
Counterfoil	Finalize Application> Document Issuance	Generate and set Print Queue Set Validity Date Counterfoil = Generate eTA = Authorized	N/A	N/A
Permit	Finalize Application >Document Issuance>Type = Permit – WP-EXT	Set Validity Date	N/A	N/A
		User Remarks based on Chinook entry Conditions based on Chinook entry		
Things GCMS won't let us automate that you'll still have to do :		If Received Via Other/VAC = set letter to Sent	If Received Via Other/VAC = set letter to Sent	Send withdrawal letter



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## ANNEX C

### Eligibility Logic

Decision-Maker Entry in Chinook		What happens in GCMS		
If Chinook Final Decision =	THEN Chinook Eligibility will be set to:	If Existing GCMS Eligibility =	THEN Chinook Tab will set GCMS Eligibility to:	THEN Error Message =
Approved	Passed	Blank	Passed	n/a
		In Progress	Passed	n/a
		Not Started	Passed	n/a
		Recommend Interview	Passed	n/a
		Recommend Passed	Passed	n/a
		Review Required	Passed	n/a
		Passed	Will not overwrite existing Eligibility decision, but will continue with remaining Final Decision actions	n/a
		Not Met	No actions will be completed. Will return Error to Officer.	"Eligibility is Not Met"
Refused	Failed	Failed	No actions will be completed. Will return Error to Officer	"Application's Final Assessment cannot be updated due to Eligibility Assessment value"
		Blank	Failed	n/a
		In Progress	Failed	n/a
		Not Started	Failed	n/a
		Recommend Interview	Failed	n/a
		Recommend Passed	Failed	n/a
		Review Required	Failed	n/a
		Passed	No actions will be completed. Will return Error to Officer	"Application's Final Assessment cannot be updated due to Eligibility Assessment value"
		Not Met	Failed	
		Failed	Will not overwrite existing Eligibility decision, but will continue with remaining Final Decision actions	
Withdrawal	Blank	Blank	Blank	
		In Progress	Blank	
		Not Started	Blank	
		Recommend Interview	Blank	
		Recommend Passed	Blank	
		Review Required	Blank	
		Passed	Will not overwrite existing Eligibility decision, but will continue with remaining Final Decision actions	
		Not Met	No actions will be completed. Will return Error to Officer.	"Eligibility is Not Met"
		Failed	No actions will be completed. Will return Error to Officer.	"Eligibility is Failed"

## Welcome to the Chinook Module 5 Indicator Submission Template!

In order to submit a new set of indicators for inclusion in Chinook Module 5, you must complete the attached submission template.

The submission will be reviewed by NHQ and if approved, added to the following Module 5 indicator database for use across IRCC.

### How to Complete the Form

**IRCC Office Name:** Select from the dropdown to match Chinook Module 5 Source List.

**Summary of Submission:** Indicate here a brief summary of the submission, including how it was encountered. This is your opportunity to explain why this indicator set should be included in Module 5.

**Source:** Select from the dropdown to match Chinook Module 5 Source List.

**Rule Origin:** Select from the dropdown to match Chinook Module 5 Source List.

**Rule Type:** Select from the dropdown to match Chinook Module 5 Source List.

**Criteria:** Indicate the criteria/filters that will be used to identify the applications/clients which will be filtered for in Chinook.

Ex. Client COB **equals**

Employer **CONTAINS** "Engineer"

DLI **does NOT equal** University of Ottawa

Please be precise and try to ensure your criteria do not capture too wide of a group. Ensure you select criteria only from one module OR the other. You cannot combine criteria from Mod1 and Mod3.

You can use equals (==), does not equal (!=), or contains (~=)

**Validity Period:** 4 months is the default period for an indicator set to be included. Only provide justification if anything other than 4 months is required.

**Rule Logic:** Provide a short explanation of the logic for rule inclusion in Chinook Module 5.



Ex.

**Rule Instructions:** Indicate here the information/instruction to be displayed to user if the indicators are matched.

Examples:

**Sample Application Numbers:** Use this field to provide some sample application numbers which should match the criteria you have provided that can be tested. If the sample application numbers do not get flagged in Chinook, we will revert to you for additional information.

**Other:** Use this section to provide any other pertinent information which could not be included in the above. For example, if you have suggestions for how to expand the source, origin or type lists, include this information in this section.

**How to submit the form:** Once the form is complete, please save with the following naming format:

Mod5 Submission – [Office Name] – [Submission Date DD.MM.YYYY] – [Sequence #] (if submitting multiple submissions on the same day, the sequence # should increase

Ex. "Mod5 Submission – - 190211 – 1"

The saved submission is to be sent to: **IRCC.INRAO-AORRI.IRCC@cic.gc.ca**



# IRCC Chinook Module 5 – Indicator Submission Template

Submission Date: 2021-06-23

s.16(2)(c)

<b>IRCC Office Name:</b> Choose an item.
<b>Summary of Submission:</b>
<b>Source:</b> Choose an item.
<b>Rule Origin:</b> Choose an item.
<b>Rule Type:</b> Choose an item.
<b>Criteria:</b>
*A list of all possible filters that can be selected from is attached as <a href="#">Annex A</a> .
<b>Validity Period:</b> Choose an item.
<b>Justification:</b>
<b>Rule Logic:</b>
<b>Rule Instructions:</b>
<b>Sample Application Numbers:</b>
<b>Other:</b>

Save as: Mod5 Submission -

23.06.2021 - #

*Distribution within IRCC permitted*

A4223616\_81-000081



IRCC Chinook Module 5 – Indicator Submission Template

Submission Date: 2021-06-23

Annex A: Column List

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Module	Column	DataType
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# IRCC Chinook Module 5 – Indicator Submission Template

Submission Date: 2021-06-23  
s.16(2)(c)



# IRCC Chinook Module 5 – Indicator Submission Template

Submission Date: 2021-06-23

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# IRCC Chinook Module 5 – Indicator Submission Template

Submission Date: 2021-06-23



# IRCC Chinook Module 5 – Indicator Submission Template

Submission Date: 2021-06-23



1		File Management
2		Pre-Assessment
3		Decision Maker
4		Post-Decision
5		<div> <div>           Review            Assessment         </div> <div>           Submission            Template         </div> </div>
6		Quality Assurance
7		ToolBox

# USER's GUIDE - Module 2

V14.1

# Contents

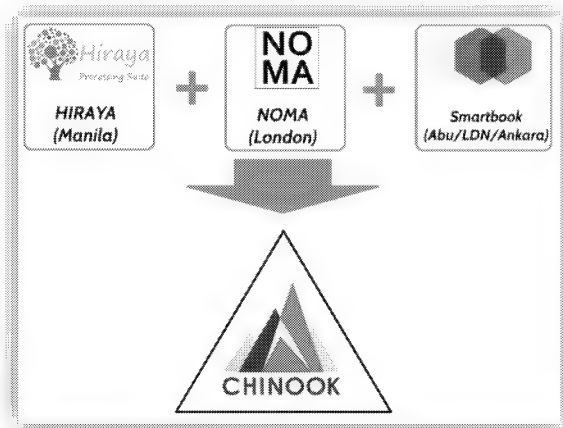
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## INTRODUCTION

Chinook is a cross-network Temporary Resident (TR) processing suite developed by International Network (IN) – Centralized Network (CN) and Domestic Network (DN), with the support of IT Operations. This modern solution invoked several IRCC talents and stimulated the synergy of the group. The project is managed by (IN) and the tool itself is developed and managed by (CN).

## History

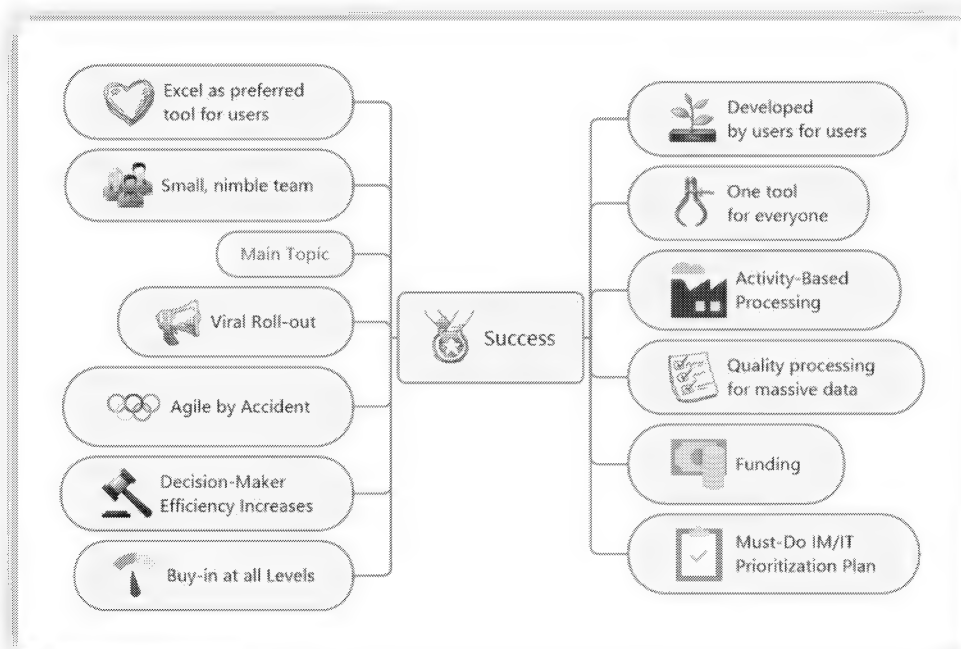


## Overall goals

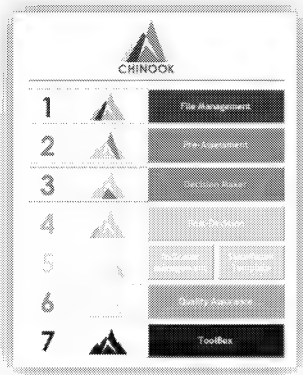
Apart from the time saving and the efficiency that chinook provides, here are the 3 main objectives:

- Replacing various office-specific tools
- Standardizing work sharing procedures
- Streamlining process regardless of processing office

## Chinook Success

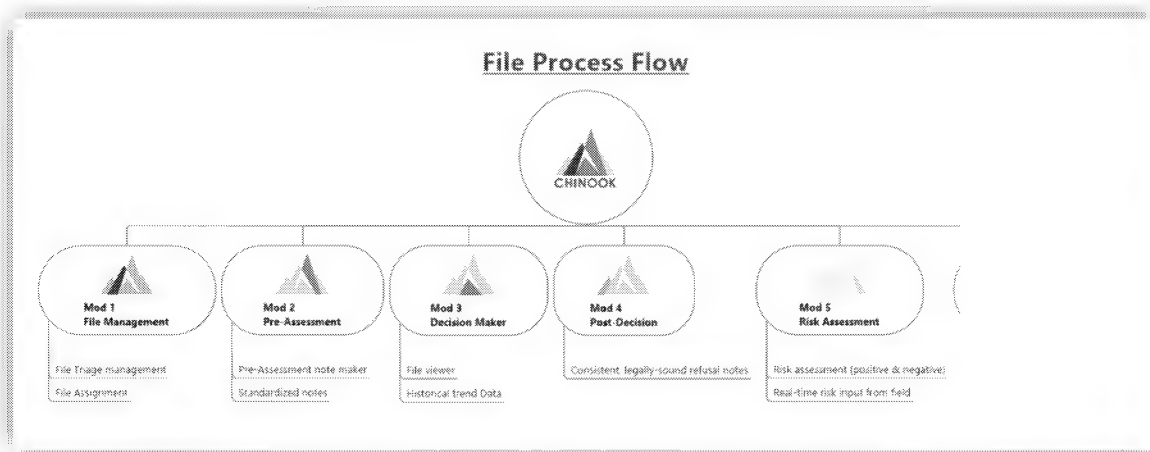


## Overview / Splash Page



Chinook suite consists of **modules** with an additional **toolbox**. It unifies (TR) Process for the Integrated Network (excluding extensions).

## File process flow



## Launch & documentation

### → Requirements

**CHINOOK** requires IRCC Professional Laptop or Desktop, Windows & MsExcel up-to-date, your IRCC email and windows password and GCMS account.

### → Privacy statement

By using **Chinook**, the user recognizes having read IRCC rules of ethics and confidentiality in the training module: Protecting and Giving Access to Information at CIC (CC5540). If it is not done yet, we invite you to do it before using **Chinook**.

### → Access request

Chinook project is managed by the business coordinator (IN). The development of the tool is managed by the (CN) experts. For more information about ask your manager.

→ Any comments, suggestions, thoughts or compliments? Please contact: IN Chinook mailbox

## MODULE 2 PRE-ASSESSMENT

The Module2 is focused on value added information promoting **standardization, objectivity, transparency** and **intelligibility**. This module leads the pre-assessors through an intuitive process to perform and satisfy clear expectations. Flexibility and customizable is built in through multiple dropdowns that can be filled to meet specific needs for each mission. There are also free text fields to provide maximum flexibility.

### 1. LINKS BETWEEN MOD#2, GCMS & OTHER MODULES

- From current data pulls for Chinook Mod3
- Mod2 output to GCMS must be via *Pre-Assessment Notes* field (previously was via *Travel itinerary* and this practice has been discontinued in March 2020)
- Mod3 already pulls *Pre-Assessment Notes* field
  - Delay of up to 12 hours for the data to be included in the next Mod3 data pull



## 2. MODULE 2 SETUP

### 2.1 Ensuring the link via works

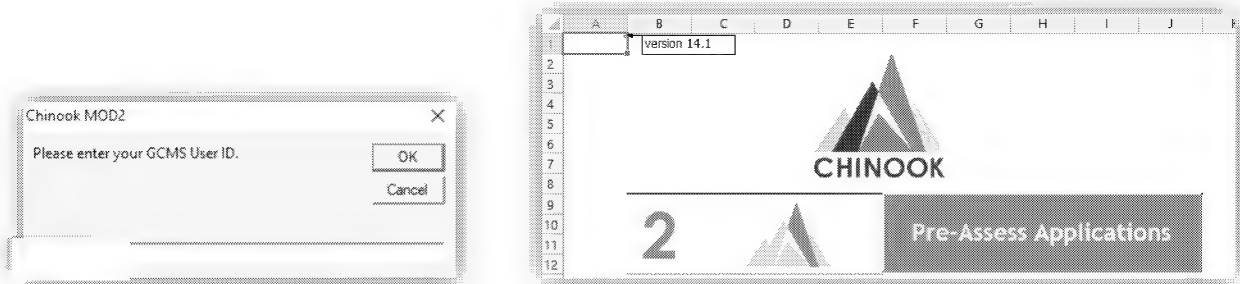
If you have a previous version of Mod2, you need to do following steps first to ensure the link via the works:

1. Go back to your **MOD2 folder**
2. Rename your old file "**Chinook – Mod2**" to "**Chinook – Mod2 v.x.x.x**"
3. Rename your "**Chinook – Mod2\_new version**" to "**Chinook – Mod2**" to keep the same original name of the Module2
4. Doing so, we ensure your **Chinook** will call the right file and refer to the new version
5. Right click on the new version (actually named "**Chinook – Mod2**"), and select "**Properties**" then customize to "**Read only**".

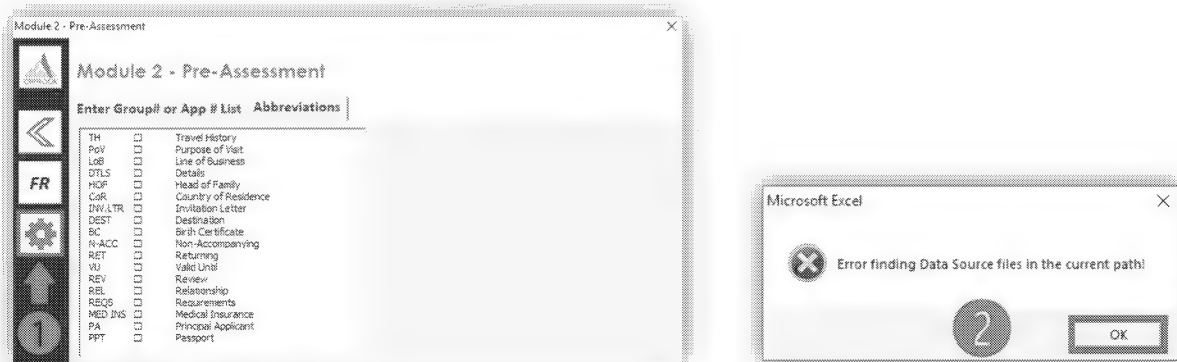
### 2.2 How to set up Chinook Mod2?

To set up Chinook Mod2, the first user will follow following steps:

1. Go to Here GCDocs Chinook Mod2 folder and download the latest version
2. Place the downloaded file under **your MOD2 folder** (your previous version location)
3. Rename the new version "Chinook – Mod 2" (or what makes sense for your office) AND follow the instructions to ensure the link via the works as detailed above
4. Open the document and click on "**Pre-Assess Applications**"
5. As first user, you will need to provide your **GCMS ID**. By default, the first user is granted Admin privileges.



6. Click the **1 Wheel button**. You will have to skip an error **2 Message**. The setup is composed of three different tabs (see Picture 02 below)



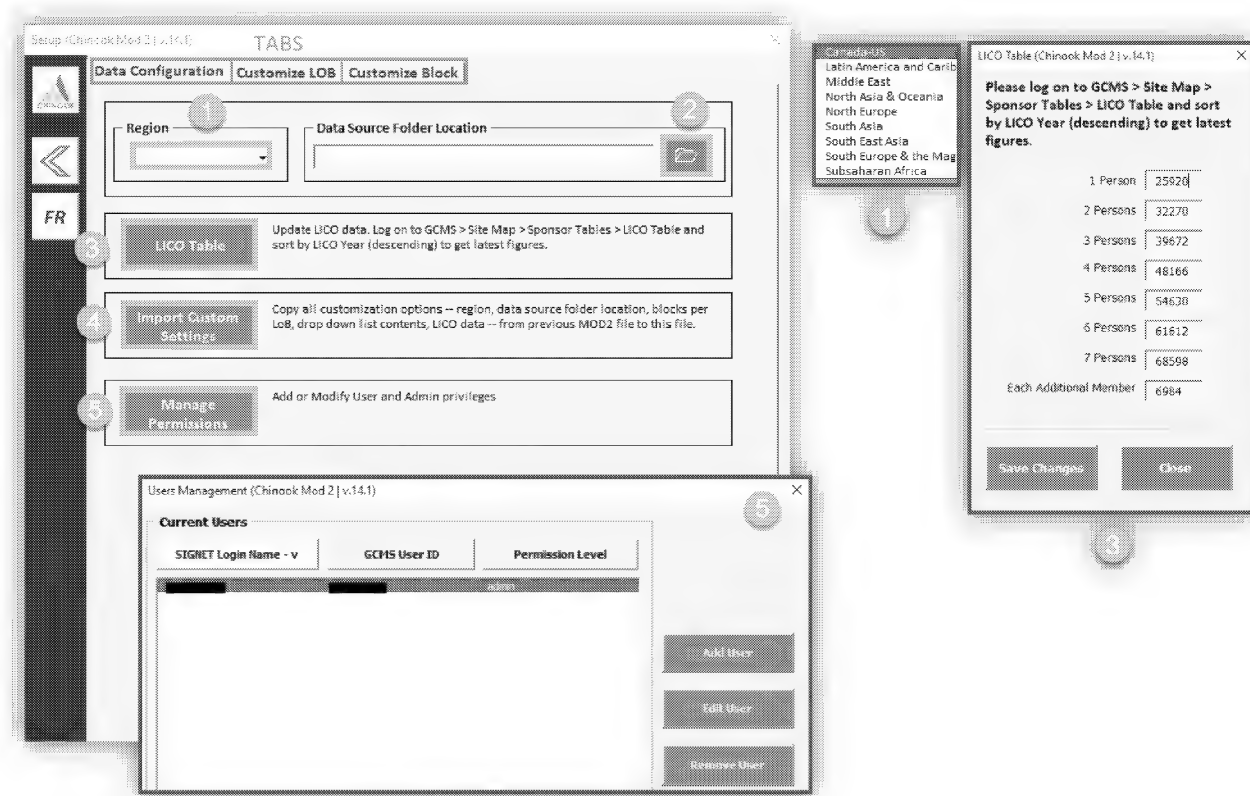
7. Select your region and folder where all your Chinook data is stored (see Picture 02)

## 8. Save and close the document.

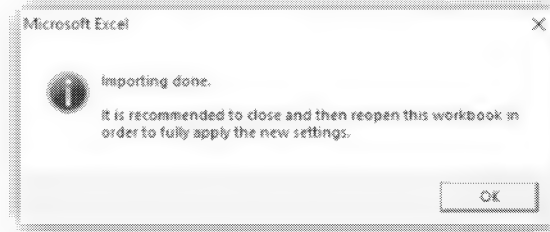
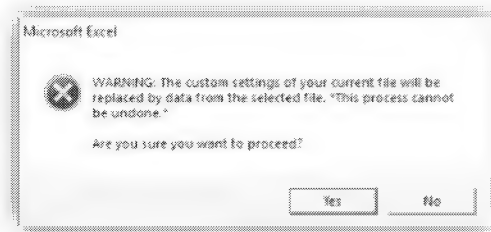
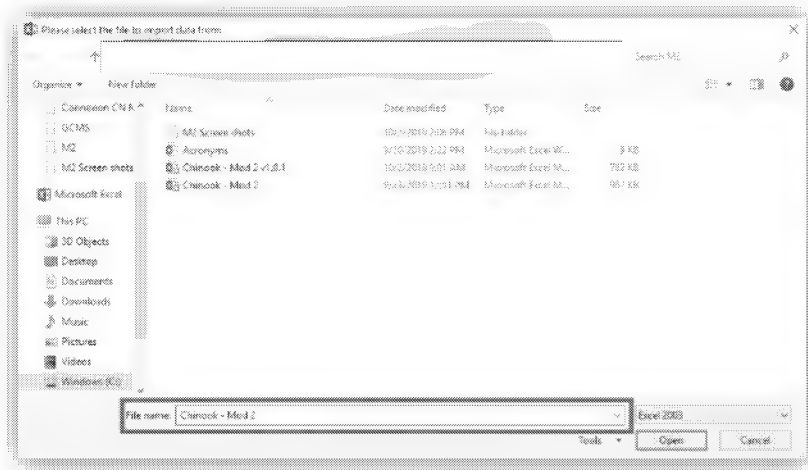
If you are installing the pre-assessment module for the first time at your office, it is suggested that you re-open Mod2 and start customizing the pre-assessment settings. Customization functions will be covered in details in Section 2.2 below.

### 2.3 How to Update a Version & Import Custom Settings?

1. Click on **Import Custom Settings** button and browse to select your **“Chinook – Mod2\_old version”**
2. Ignore the **“Warning ”** message and Click **“Yes”** to continue when **“Importing Custom Setting”** is done. Select your **1 Region** and the **2 Data source** location in your **{I}** drive
3. Exit from the setting windows and the pre-assessment window. Now you can **Save the Excel document and close it**
4. Open **Chinook** click on **“MOD2# Pre-Assessment”** and make sure you work with the **latest version.**



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### 3. CUSTOMIZATION

#### 3.1 Customization: User privileges

The **first** user to open and save a new release becomes an **administrator** by default

When you click **5 Manage Permissions** (see Picture 02), all current users with their GCMS ID and permission levels will be displayed. Only when you have Admin privileges, you can add, modify, or remove users.

To add users, click **"Add User"**. You will need to enter **"SIGNET Login Name"**, **"GCMS User ID"** and **"Account Type"** (meaning level of privilege, either User or Admin). Click **"Save"** after filling all information. You can modify user's information by selecting an entry -> click **"Edit User"** / **"Remove User"**. To sort users, click on the down arrow next to the criteria you want to sort by. Finally, save the Excel document.

#### 3.2 Customization: LICO (updating LICO table yearly)

Click **3 LICO table** (see Picture 02) (to be updated yearly) and follow following steps in GCMS:

(A) Site Map >>> (B) Sponsor Tables >>> (C) LICO Table >>> (D) Sort by LICO year (recent to old)

>>> (E) Active Status & Current year >>> (F) Copy-Paste values in the LICO table.

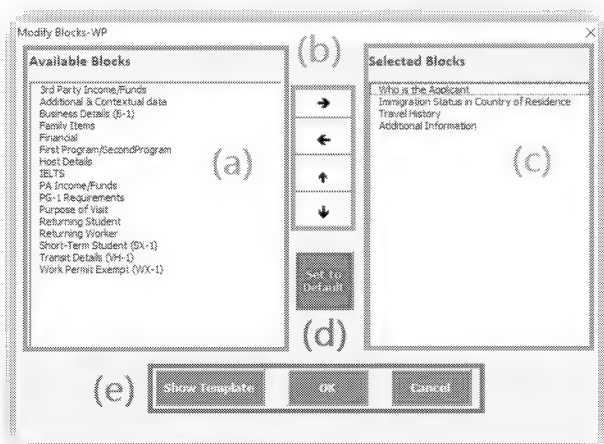
### 3.3 Customization: Line of Businesses

The current Chinook version manages **11 Lines of businesses (LoBs)**. An application is automatically associated with one LoB based on available GCMS information via **Application Category & Counterfoil Category** fields. The **CUS LoB** uses a special program field. Each of the 11 LoBs are customizable to the level of pre-assessment your office requires for its specific caseloads. There are two action buttons, either to **1 Assign** or **2 Preview** the blocks.



### 3.4 Assign Blocks

Select a Block from the (a) Available list and click the correct arrow to (b) Add, Remove (from) or Rank it in the (c) Selected Blocks. You may want to (d) Set to default then (e) Accept or Cancel your changes. Anytime, you can click Show Template button to display the result.

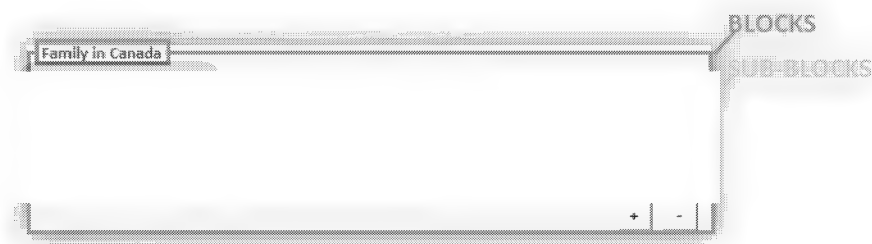


### 3.5 Preview Blocks

A block means a group of fields that can be subdivided into sub-blocks. A block is composed of fields (free text, checkboxes or dropdown lists) to lead you through an intuitive pre-assessment process.

Mod2 contains **31** different blocks. While some are specifically applicable to one LoB, others are generic and applicable to many.

**Example:** “Family in Canada” block is intended for SPs, but can be useful for any LoBs.



### 3.6 Customization: Blocks

The current working version has **31 blocks**. Each one contains a **(A) Block name**, a **(B) Preview** button, and may have also **(C) Customizable items**. There are 17 customizable blocks having a total of 37 customizable items.

Setup (Chinese Mod 2) v.14.11

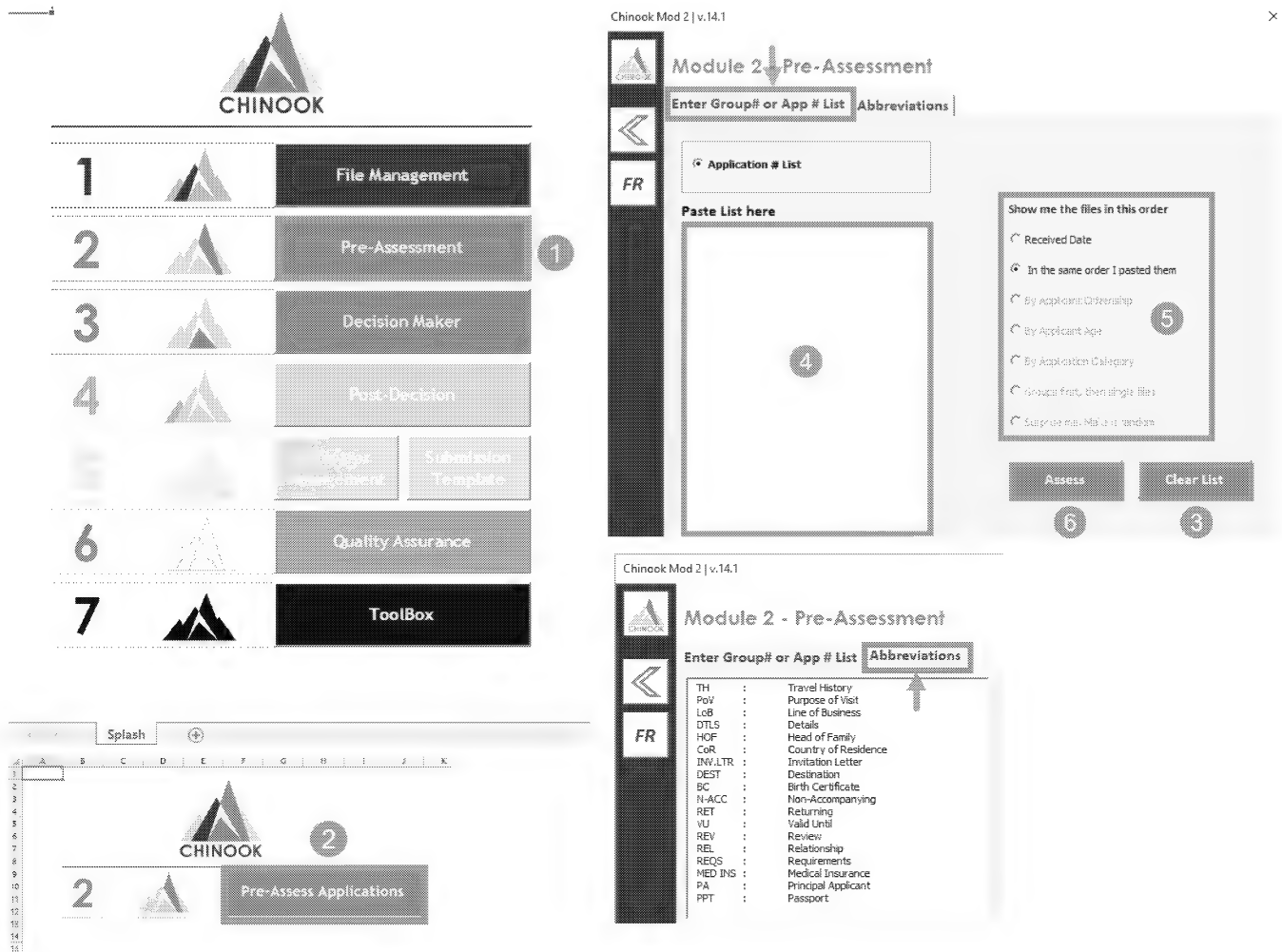
Setup (Chinese Mod 2) v.14.11



## 4 START PRE-ASSESSING

### 4.1 How to start pre-assessing

From the Splash-page, click on ① “Pre-Assessment” -> ② “Pre-Assess Applications”, then a window with two tabs will pop up.



### 4.2 Abbreviations Tab

This tab is where you can find a list of most abbreviations that are used in the tool. Limited to 1000 characters, abbreviations in Chinook are balanced between full words, first letters and abbreviations. Below are the main abbreviations:

- **BC** : Birth Certificate
- **CoR** : Country of Residence
- **DEST.** : Destination
- **DTLS** : Details
- **HOF** : Head of Family
- **IELTS** : International English Language Testing System
- **INV. LTR** : Invitation Letter
- **LICO** : Low Income Cut-Off
- **LoB** : Line of Business
- **MED INS.** : Medical Insurance

- **N-ACC** : Non-Accompanying
- **PA** : Principal Applicant
- **PoV** : Purpose of Visit
- **PPT** : Passport
- **REL.** : Relationship
- **REQS** : Requirements
- **RET.** : Returning
- **REV.** : Review
- **TH** : Travel history
- **VU** : Valid Until

#### 4.3 Enter Group# or App# List Tab:

This tab is where users can copy and paste their application list. Up to 25 application numbers can be pasted at a time. To start pre-assessing, ③ **Clear** the existing list or **Paste** your Application list in the ④ **free field**, then specify if you want to show up the files ⑤ **by received date** or **by the order** you pasted them before clicking ⑥ **Assess** button.

Note that current, only application numbers can be pasted in. (Group# will not work)



## 4.4 Pre-assessment block & Notes

Chinook Mod 2 | v.14.1

## 4.5 Pre-assessment blocks

The first section ① of the pre-assessment viewport is automatically filled with contextual data. This comes from the Mod3 data pull and would not appear if you are using Mod2 as a standalone tool. (as in example above) Only “**Override Category**” field can be modified by pre-assessors by selecting a new LoB in the dropdown, ③<sup>1</sup>.

The second section ② is the pre-assessment section which is based on **Common** and **specific blocks** depending on the specific ③ **LOB** and your mission’s customizations. The pre-assessment process is filling in all blocks in the pre-assessment viewport with information from either paper or electronic files.

**No extra data pull:** No extra data pull is required to use the pre-assessment module. To maximize its efficiency, it is recommended to at least maintain data used by Mod3 up-to-date. Mod2 uses some of Mod3 data to populate the contextual display’s information and to determine if a pre-assessment block is relevant or not based on specific customization.

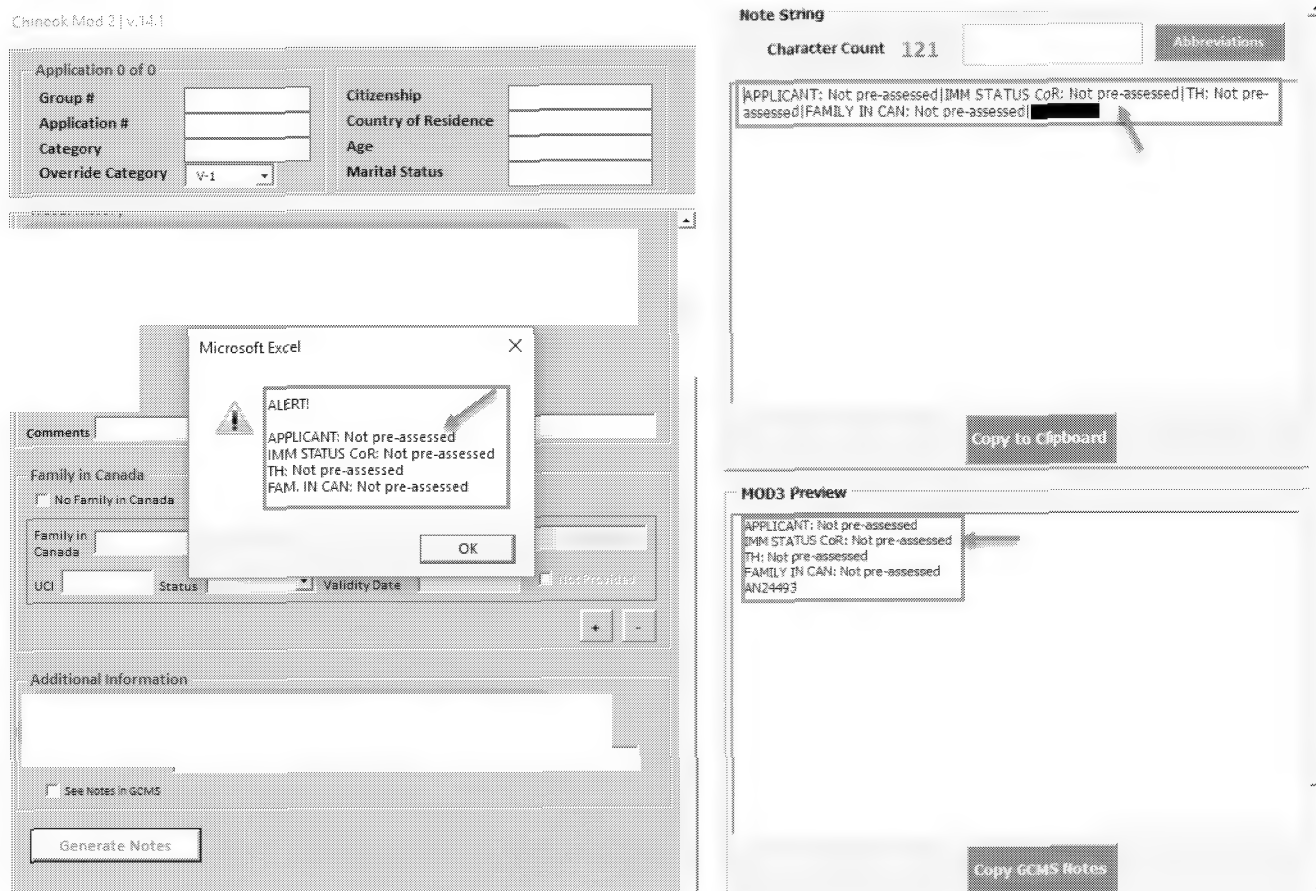
Mod2 does not talk to GCMS. Users have to use Mod2 alongside with GCMS.

<sup>1</sup> In addition of being essential when the tool is used as a standalone, this is useful in situations such as when a CUS case is not pre-identified or a returning student using V-1 coding instead of S-1 or any other situations in which the data on file does not prompt appropriate LoB blocks for pre-assessment.

## 4.6 Generate Notes

After **Generate Notes** button is clicked, the blocks will turn into a darker grey color, which helps quickly distinguish completed blocks from incomplete ones. To continue modifying blocks' contents, pre-assessors can always close the **"Pre-Assessment Notes"** window (see Picture 04), make necessary modification(s), and click **"Generate Notes"** again when ready.

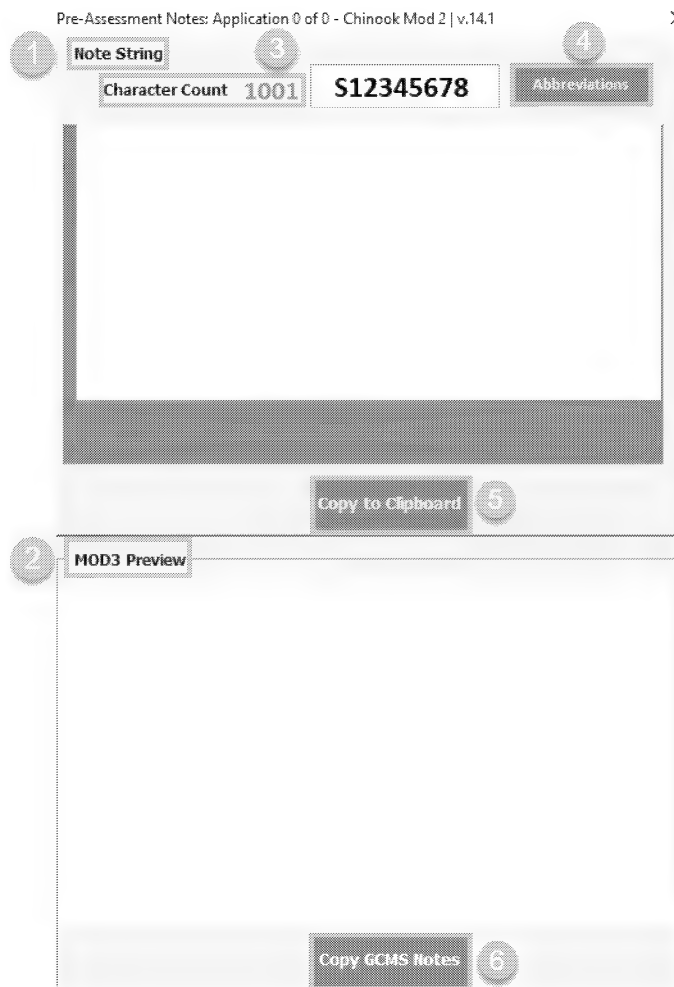
If a block was entirely left blank, an alert message will appear after clicking the **"Generate Notes"** button. Also, if a field is left blank in a block, it will be indicated as **"Not Pre-assessed"** in the notes. In these cases, pre-assessors need to go back to the pre-assessment window and complete all the blocks before carrying on next steps.



## 4.7 Note String vs MOD3 Preview

After clicking the **"Generate Notes"** button, pre-assessment notes are displayed in two ways that are both editable. The **1 Note String** (see Picture 04) is to be copied into the **"Pre-Assessment Notes"** field in GCMS (see Picture 01). This part contains pipes that are used to tell Module 3 how to display the note. Each pipe is translated by MOD3 as an indicator to start a new line. The **2 MOD3 Preview** is how the note will be displayed in MOD3. If the note is over 1000 characters, the *Pre-Assessment Notes* field in GCMS will cut the note at 1000 characters. Therefore, users should use the *MOD3 Preview* note should be copied into GCMS Notes. The best practice would be to mention **"See GCMS Notes"** in the **"Pre-Assessment Notes"** field, so the decision maker knows the pre-assessment has been completed and is available in the GCMS Notes.

s.16(2)(c)



Pre-Assessment Notes: Application 0 of 0 - Chinook Mod 2 | v.14.1

1 **Note String** 3 **Character Count** 1001 **S12345678** 4 **Abbreviations**

2 **MOD3 Preview**

5 **Copy to Clipboard** 6 **Copy GCMS Notes**

#### 4.8 Character count

If 3 **Character Count** is greater than 1000, the window will turn red (Picture 04) to signal that the notes are not compatible with the field in GCMS. If the generated notes are still copied, any characters beyond the 1000 threshold will be cut.

Anytime, you can view abbreviations by clicking 4 **Abbreviations** or copy notes by using 5 **Copy to Clipboard** or 6 **Copy GCMS Notes** button.

## 5.1 GENERAL INFORMATION BLOCKS

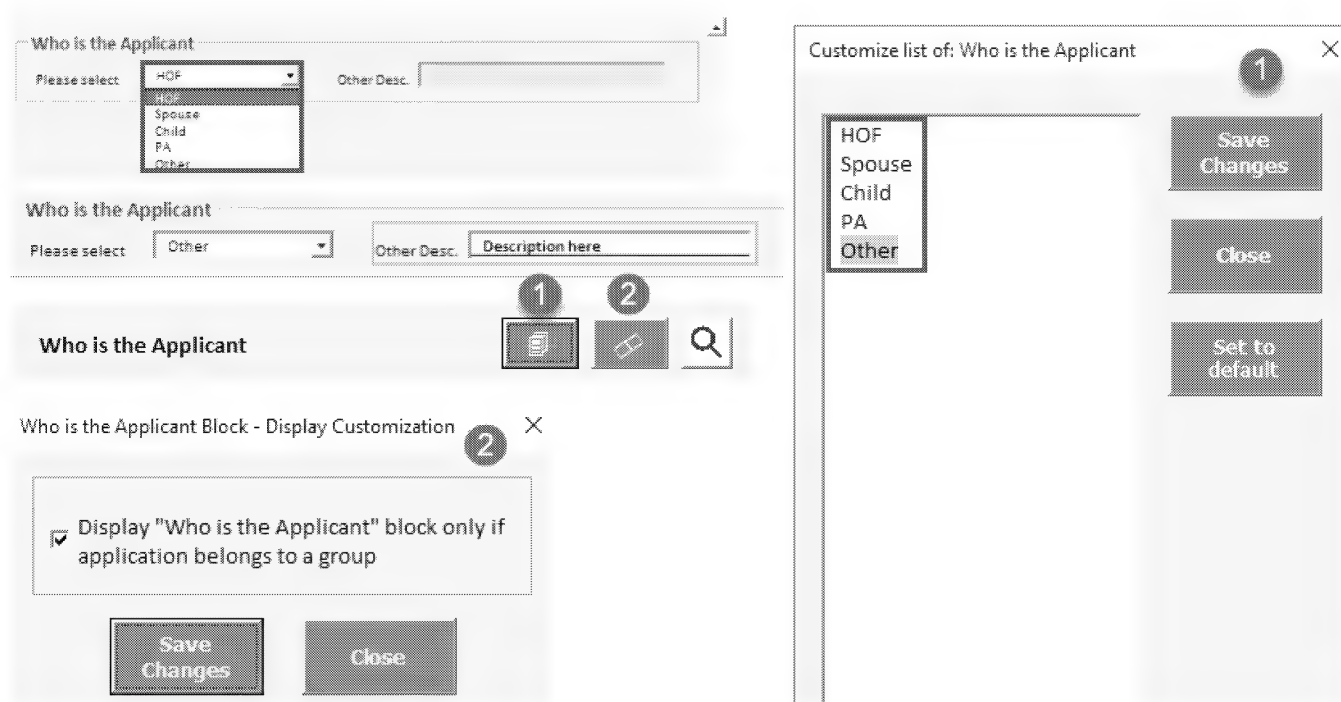
### 5.1.1 Who is the Applicant?

**Purpose:** to identify what an applicant's relationship with other members of a group application is. The "Other Desc." field turns from grey to white if "Other" is selected to prompt user to provide further information.

**LoB Default:** This block is set as default for all 11 LoBs.

#### Customization(s):

1. By default, this block is only displayed to users if an application is part of a group. Admin users can change the setting by unchecking **2 Display Customization** box.
2. **1 Customize list** can contain up to 25 choices. The "Other" option is mandatory as it is linked to the "Other Desc." field.



The image displays three screenshots related to the 'Who is the Applicant' block:

- Top Screenshot:** Shows the 'Who is the Applicant' form. It includes a dropdown menu with options: HOF, Spouse, Child, PA, and Other. The 'Other Desc.' field is visible next to it. A circled '1' points to the dropdown menu, and a circled '2' points to the 'Other Desc.' field.
- Bottom Left Screenshot:** Shows the 'Who is the Applicant Block - Display Customization' dialog box. It contains a checkbox labeled 'Display "Who is the Applicant" block only if application belongs to a group', which is currently checked. There are 'Save Changes' and 'Close' buttons at the bottom. A circled '2' points to the dialog box title.
- Bottom Right Screenshot:** Shows the 'Customize list of: Who is the Applicant' dialog box. It features a list of options: HOF, Spouse, Child, PA, and Other. To the right of the list are three buttons: 'Save Changes', 'Close', and 'Set to default'. A circled '1' points to the list of options.

5.1.2 Immigration Status in Country of Residence

**Purpose:** to provide details regarding third country national applicants’ immigration status and immigration documents’ validity.

**LoB Defaults:** This block is set as default for all 11 LoBs.

**Customization(s):**

- 1. By default, this block is only displayed to users if an applicant’s country of residence (CoR) is different from his/her country of birth (CoB). Admin users can change the setting by unchecking **2 Display Customization** box.
- 2. **1 Customize** list can contain up to 25 choices in total. The “**Validity date**” field is prompted only for the status options where the “**Validity date Required**” is checked

**Tip** → To add an extra level of information, you can create sub-categories, for example, expanding PR to PR-FC1, PR-FC2, PR-E, etc.

Immigration Status in Country of Residence

Status

PR

Citizen

PR

Student

Worker

Visitor

Refugee

No Status

Unknown

Validity Date

[MMYY Ex: JAN17]

Not Provided

Imm.Status in CoR Block - Display Customization

Display "Immigration Status in CoR" block

☒ only if applicant's citizenship is different from CoR

Save Changes

Close

Immigration Status in Country of Residence

1

2

Customize Immigration Status in CoR & Validity Date Requirement

1

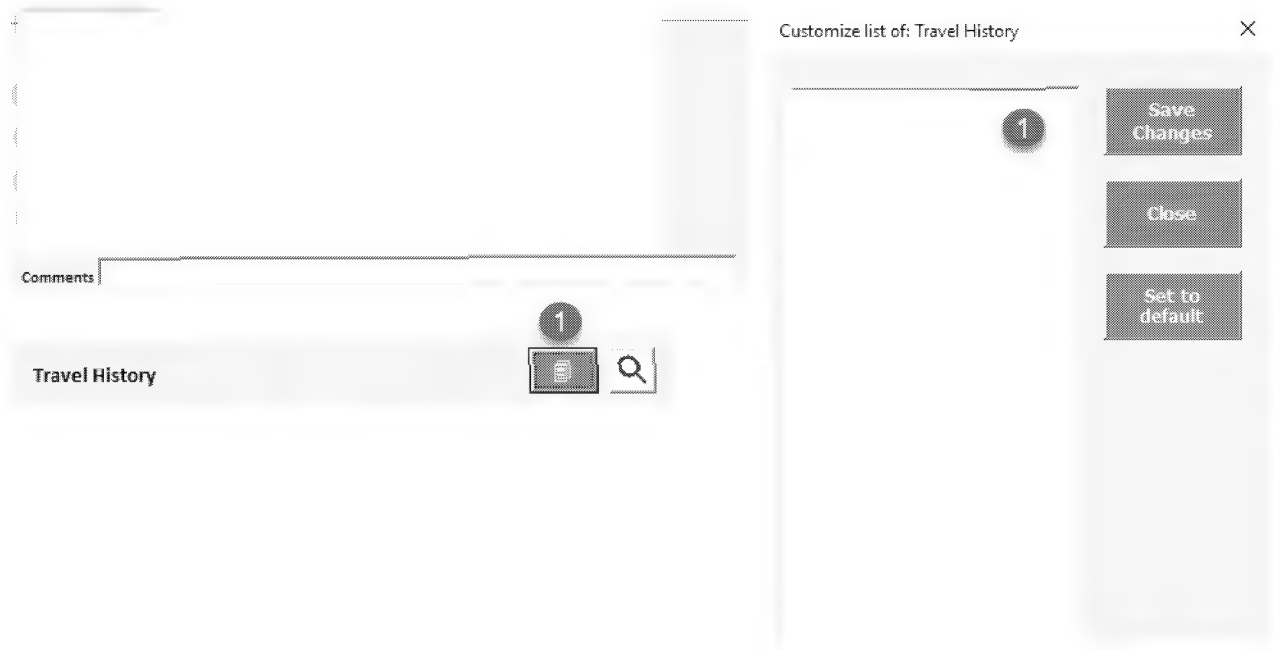
Status	Validity Date required
Citizen	<input type="checkbox"/>
PR	<input checked="" type="checkbox"/>
Student	<input checked="" type="checkbox"/>
Worker	<input checked="" type="checkbox"/>
Visitor	<input checked="" type="checkbox"/>
Refugee	<input type="checkbox"/>
No Status	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Save Changes

Close

Set to default

5.1.3



5.1.4 Purpose of Visit

**Purpose:** to provide information regarding an applicant’s purpose of visit in Canada. The “Other Desc.” field turns from grey to white if “Other” is selected to prompt user to give more information

**LoB Defaults:** Applicable to most LoBs.

**Customization(s):** 1 Customize list can contain up to 25 choices. The “Other” option is mandatory as it is linked to the “Other Desc.” field.

**Tip** → Create sub-categories choices if a higher level of details would be useful to the decision makers in your office, for instance, specific levels of study for SP applications.

Purpose of Visit

Purpose of Visit

Child

Parent

Spouse

Sibling

Grand-Parent

Ext. Family

Tourism

Conference

Performance

Business

Religion

SP-Prim

SP-HS

SP-ESL

SP-Col.

SP-Uni

SP-Voc.

SP-SDS

Other

Other Desc.

Purpose of Visit

Purpose of Visit

Other

Other Desc.

Description here

Purpose of Visit

Customize list of: Purpose of Travel

Child

Parent

Spouse

Sibling

Grand-Parent

Ext. Family

Tourism

Conference

Performance

Business

Religion

SP-Prim

SP-HS

SP-ESL

SP-Col.

SP-Uni

SP-Voc.

SP-SDS

Other

Save Changes

Close

Set to default

5.1.5 Family Items

**Purpose:** to cover possible requirements associated with minor travelling to Canada. This block is non-mandatory. As not all situations would require the information presented in the block to be pre-assessed, it will not generate an alert message when left blank. Instructions should be provided to ensure the information is pre-assessed when warranted. “**Student Guardianship Declaration**” block is specific and made available only for minor SP applications.

**LoB Defaults:** Applicable to some LoBs.

**Customization(s):** By default, for the LoBs in which the block is assigned, the “**Family Items**” will be prompted for pre-assessment only based on the age limit of 16 and below. You can un-check the box for the block to always be prompted regardless of the age, and you can set a different age limit.

Family Items

Consent from non-accompanying parent

☐ Not Required
 ☐ Required-Provided
 ☐ Required-Not Provided

Birth Certificates/Civil Docs

☐ Provided
 ☐ Not Provided
 ☐ Review Required

Custody Documents

☐ Provided
 ☐ Not Provided

Student Guardianship Declaration

☐ Provided
 ☐ Not Provided

Reset all selected in Family Items block

Family Items

Family Items Block - Age Customization

☒ Show Family Items block based on age limit
 

Age Limit:
 

16

 years old and below

Save Changes

Close



## 5.1.6 Family in Canada

**LoB Defaults:** Applicable to some LoBs.

**Customization(s):** Two fields are customizable. **1** **Customize list of Family in Canada** can contain up to 24 choices in addition to the mandatory **“Other”** field that is used to trigger the **“Other Desc.”** text box. In **2**, **“Family UCI Status”** is also customizable with up to 25 choices, and for each choice, you can determine whether or not **“Validity Date”** should be pre-assessed.

The image displays two screenshots of the 'Family in Canada' customization interface.

The top-left screenshot shows the 'Family in Canada' section in a web application. It features two dropdown menus, each with a 'Not Provided' option and expand/collapse buttons (+/-).

The top-right screenshot is a dialog titled 'Customize Family in Canada Status & Validity Date Requirement' (labeled 2). It contains a table with a column for 'Validity Date required' and a series of checkboxes. To the right of the table are buttons for 'Save Changes', 'Close', and 'Set to default'.

The bottom-right screenshot is a dialog titled 'Customize list of: Family in Canada' (labeled 1). It displays a list of family relationships: Parent, Spouse, Sibling, Child, Aunt/Uncle, Cousin, and Other. To the right of the list are buttons for 'Save Changes', 'Close', and 'Set to default'.

### 5.1.7 Police Certificate

**Purpose:** to provide information on the Police certificate requirement.

**LoB Defaults:** Applicable to some LoBs.

**Customization(s):** The dropdown is customizable and can contain up to 25 choices. For each choice, you can customize to make “**Comments**” text box available or not. If the “**Comments**” box is left blank, it will not be mentioned as “*Not pre-assessed*” in the notes.



The screenshot shows a form titled "Police Certificate". It features a dropdown menu with a downward arrow, currently displaying "Comments". To the right of the dropdown is a text box labeled "Comments here". Below the form, there is a label "Police Certificate" and a small icon with the number "1" inside a circle.



The screenshot shows a dialog box titled "Customize Police Certificate" with a close button (X) in the top right corner. The dialog has a table with two columns: "Police Certificate" and "Pol. Cert. Comments prompted". The first row is checked. To the right of the table are three buttons: "Save Changes", "Close", and "Set to default". A small icon with the number "1" inside a circle is located at the top right of the dialog.

Police Certificate	Pol. Cert. Comments prompted
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

### 5.1.8 Additional Information

**Purpose:** This block is non-mandatory. When left blank, no alert message will appear and no “*Not pre-assessed*” remark will appear in the notes. The “**Other Relevant Info**” field is an ultimate flexibility and

**LoB Defaults:** Applicable to all LoBs.

**Customization(s):** No customization options are available for this block.

Additional Information

Other Relevant Info Additional info that was not already included in above pre-assessment

☐ See Notes in GCMS

### 5.1.9 Additional & Contextual Data

**Purpose:** to provide extra contextual info to the user as it only displays information when there is a data for the applicant. This block should be listed first to be presented right below the general contextual info.

**LoB Defaults:** Applicable to all LoBs.

**Customization(s):** No customization options are available for this block.

The screenshot shows a UI element titled "Additional & Contextual Data". It contains two rows of data. The first row has a small white box on the left and a long black redaction bar on the right. The second row also has a small white box on the left and a long black redaction bar on the right.

## 5.2 FINACIAL BLOCKS

Six different financial blocks are included in MOD2, offering flexibility for ways that income and savings are pre-assessed. LoBs currently include up to three financial blocks to complete their financial pre-assessment. Offices can scale it up or down depending on their specific needs.

### 5.2.1 PA Income/Funds

**IMPORTANT** This block has been renamed in a previous version. When importing your previous customization into the new version, make sure you double check the imported blocks and replace the block listed with the old name with the updated one. Not doing so will cause the block not to be prompted for pre-assessment at all.

**Purpose:** to provide information about an applicants' Income and Savings.

There are two main sub-blocks, “**Income Details**” and “**Saving Details**,” that work independently. If “**No proof of income provided**” or “**No proof of savings provided**” is checked, the associated sub-block turns grey. If both boxes are checked, the whole block will collapse (5).

While different income/savings sources can be added, it is a good practice to provide guidance on what is the most relevant information and details levels required for decision-making. In order to save on characters and/or to make the notes easier to read, users can use “K” for thousand and “M” for million<sup>2</sup>.

For “**Type of document**” fields: “**Other**” option is mandatory and unlock the “**Other Desc.**” field when selected. Pre-assessors should then provide a short description of the document.



For “**Total**” fields: If there is more than one entry and if all the entries are in the same currency, this field will be displayed. In all cases, the individual entries are included in the notes matching with what was input by the pre-assessor.

**Customization(s):** Four dropdowns are customizable. Currency lists, 1 and 2, can include up to 25 options. Type of document lists, 3 and 4, can include up to 24 options. “Other” option is mandatory as it is linked to “Other Desc.” field.

The screenshot displays the 'PA Income/Funds' form with two main sections: 'Income Details' and 'Savings Details'. Each section has a 'No proof of...' checkbox and a 'Type of document' dropdown. The 'Income Details' section shows a total income of 58K. The 'Savings Details' section shows a total savings of 1.2M. Below the main form, there are four customization windows labeled 1 through 4. Windows 1 and 2 are for 'PA Income Currency' and 'PA Savings Currency' respectively, showing lists of currencies (CAD, USD) and 'Save Changes' buttons. Windows 3 and 4 are for 'PA Income Type of Document' and 'PA Savings Type of Document' respectively, showing lists of document types (Contract, Tax doc(s), Pay slips, Business Regis., Bank stmt deposits, Lease (House), Lease (Land), Lease (Car), Lease (Truck), Other) and 'Save Changes' buttons. A fifth window labeled 5 is partially visible at the bottom left, showing the 'No proof of...' checkboxes.

<sup>2</sup> Although “G” for billion is not functional at the moment, it may become available in a future version.

## 5.2.2

 Relationship to PA 

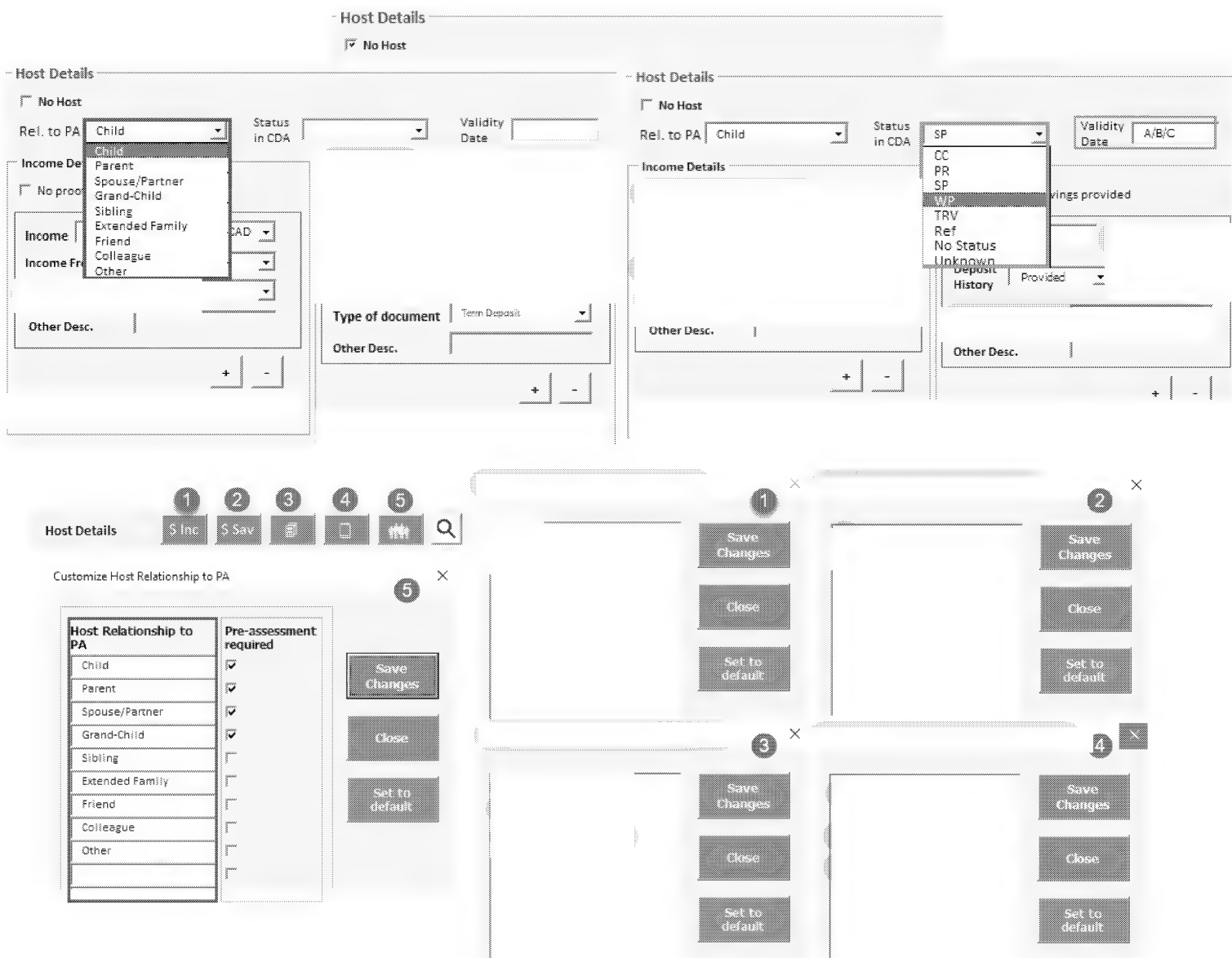
## 5.2.3 Host Details

### Purpose:

When there is no information about hosts on file, “**No Host**” checkbox needs to be checked, and the whole block will then collapse. In addition to “**Rel. to PA**” field, pre-assessors must indicate “**Status in Canada**” of the Host. If Host’s status is either SP, WP or TRV, “**Validity Date**” field will be triggered to be filled in.

### Customization(s):

- In ⑤, customization with “**Host Relationship to PA**” and “**Pre-assessment required**” checkbox works as same as the “**3rd Party Relationship to PA**” and “**Pre-assessment required**”
- 
- The “**Status in Canada**” field is non-customizable.



The image displays the 'Host Details' form and its customization options. The main form includes a 'No Host' checkbox, a 'Rel. to PA' dropdown menu, a 'Status in CDA' dropdown menu, and a 'Validity Date' field. The 'Rel. to PA' dropdown menu is shown with a list of options: Child, Parent, Spouse/Partner, Grand-Child, Sibling, Extended Family, Friend, Colleague, and Other. The 'Status in CDA' dropdown menu is shown with a list of options: SP, CC, PR, SP, WP, TRV, Ref, No Status, and Unknown. The 'Validity Date' field is shown with a date range of A/B/C.

The customization options are shown in a separate window titled 'Customize Host Relationship to PA'. This window contains a table with two columns: 'Host Relationship to PA' and 'Pre-assessment required'. The table lists the same relationship options as the main form, with checkboxes for 'Pre-assessment required'. The customization window also includes 'Save Changes', 'Close', and 'Set to default' buttons.

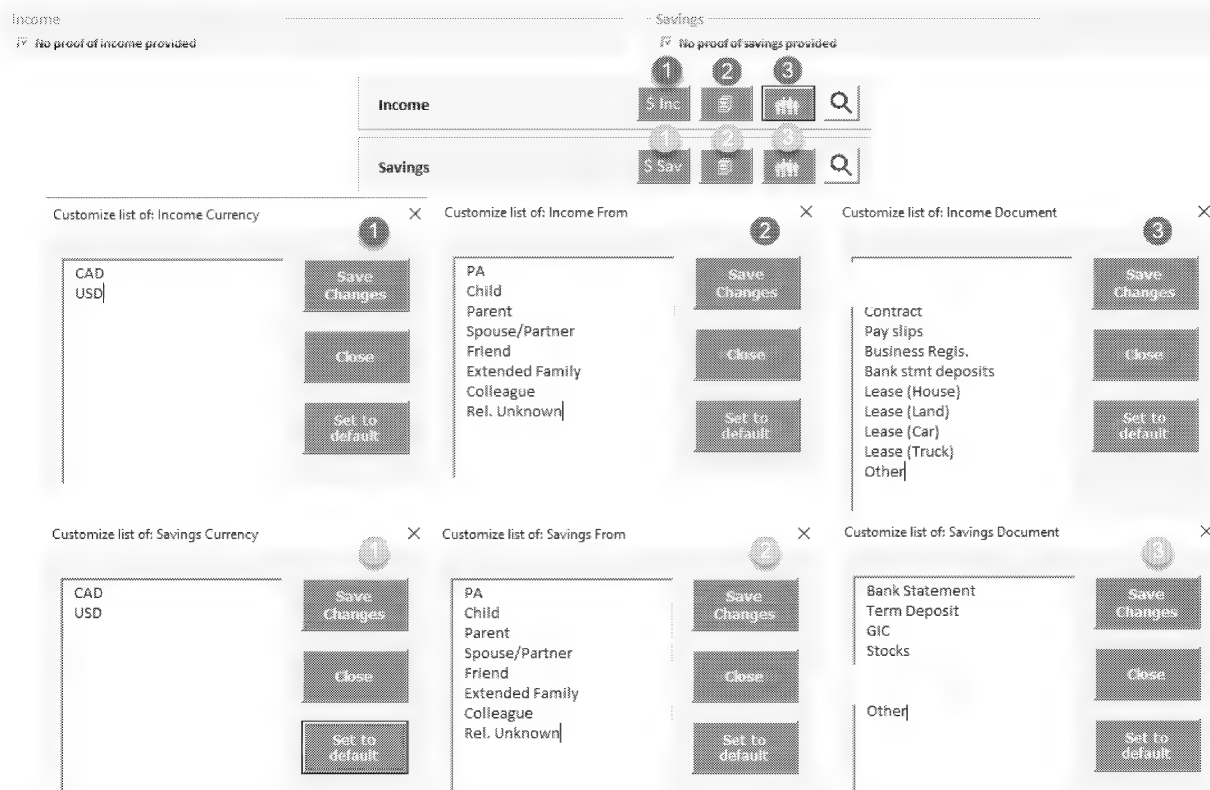
Below the main form, there are three smaller windows showing the 'Host Details' form with different customizations applied. These windows are labeled 1, 2, and 3, and each shows the 'Rel. to PA' dropdown menu with a different set of options. Window 1 shows 'Child' selected, window 2 shows 'WP' selected, and window 3 shows 'TRV' selected. Each window also includes 'Save Changes', 'Close', and 'Set to default' buttons.

## 5.2.4 Income and Savings

**Purpose:** Two additional blocks have been created to increase the flexibility in financial pre-assessment. These two blocks maybe better to use for certain LoBs or offices may prefer using these blocks than a combination of the previous 3 blocks in a), b), and c). Since “**Amount**” fields are open text fields, users can use any characters inside them (“K”, “M” or “G”, etc) and there is no “**Total**” field calculated.

If “**No proof of income provided**” or “**No proof of savings provided**” checkbox is checked, the respective blocks will then collapse.

**Customization(s):** Lists of Income/Savings Currency, Income/Savings From, and Income/Savings Document are customizable with up to 25 choices for each list.



The screenshot displays the 'Income' and 'Savings' sections of a pre-assessment form. Both sections have a 'No proof of [income/savings] provided' checkbox. Below each section are three customization windows:

- Income Customization:**
  - Income Currency:** A list box containing 'CAD' and 'USD'. Buttons: 'Save Changes', 'Close', 'Set to default'.
  - Income From:** A list box containing 'PA', 'Child', 'Parent', 'Spouse/Partner', 'Friend', 'Extended Family', 'Colleague', and 'Rel. Unknown'. Buttons: 'Save Changes', 'Close', 'Set to default'.
  - Income Document:** A list box containing 'Contract', 'Pay slips', 'Business Regis.', 'Bank stmt deposits', 'Lease (House)', 'Lease (Land)', 'Lease (Car)', 'Lease (Truck)', and 'Other'. Buttons: 'Save Changes', 'Close', 'Set to default'.
- Savings Customization:**
  - Savings Currency:** A list box containing 'CAD' and 'USD'. Buttons: 'Save Changes', 'Close', 'Set to default'.
  - Savings From:** A list box containing 'PA', 'Child', 'Parent', 'Spouse/Partner', 'Friend', 'Extended Family', 'Colleague', and 'Rel. Unknown'. Buttons: 'Save Changes', 'Close', 'Set to default'.
  - Savings Document:** A list box containing 'Bank Statement', 'Term Deposit', 'GIC', 'Stocks', and 'Other'. Buttons: 'Save Changes', 'Close', 'Set to default'.



5.2.5 Business Ownership

**Purpose:** This is more of a “niche” block that is useful in countries where self-employment and business ownership is common. It is not intended to replace the income blocks for pre-assessment of income from a business source, but to cover extra information that would otherwise not be.

**Customization(s):** Only “Owned by” dropdown list is customizable with up to 24 choices as the “Other” option is mandatory for the “Other Description” field to be prompted.

Business Ownership

No Business

Owned by PA Other

Business Type PA Spouse Parent Grandparent Sibling Child Friend Other

10.5G Established Not Established

Business Ownership

No Business

Owned by PA Other

Business Type Joint Stock company Value 10.5G Established Not Established

Open text field

Business Ownership

No Business

Business Ownership

1

Customize list of: Business Ownership

1

PA Spouse Parent Grandparent Sibling Child Friend Other

Save Changes

Close

Set to default

### 5.3 LINE OF BUSINESS - SPECIFIC BLOCKS

All seven pre-assessment blocks presented in this section are not customizable and specifically applicable to one LoB.

#### 5.3.1 PG-1 Requirements

**Purpose:** This block works best when paired with the “Host Details” block as **WHEN** the value of **1 TOTAL HOST INCOME** field is in CAD\$, it will then be automatically populated in **2 TOTAL HOST INCOME \$CAD** field. The block can also be used alone, but it will then require manual calculation for the “TOTAL HOST INCOME \$CAD” field.

There are four sub-blocks. “LICO Determination” requires minimal input to make the calculation. As soon as the **1 TOTAL HOST INCOME** is available, it calculates the number of family members such income can cover (**3**). If the family size is unknown, it at least provides that level of details for the decision maker. Alternatively, if only the family size is known but not the total income, a note will be displayed, **4**, to say how many family members such income can cover.

Ideally, we should have both information, and in that case, an information box, **6**, will appear to provide a feedback on whether or not the LICO requirement is met for the application.

The other three sub-block requirements, “Letter of Support”, “Proof of Relationship”, and “Medical Insurance” are straightforward. Users need to select appropriate options.

The screenshot displays the PG-1 Requirements form. The 'Host Details' section shows 'Income' as 5K and 'Savings' as 40K, both in CAD. The 'TOTAL HOST INCOME' is calculated as 60K. The 'PG-1 Requirements' section includes 'LICO Determination' where 'Family Size' is 5, 'LICO Requirement' is 54,630, and 'TOTAL HOST INCOME \$CAD' is 60K. A message indicates 'LICO: Met'. Below this, there are sections for 'Letter of Support', 'Proof of Relationship', and 'Medical Insurance', all marked as 'Provided'.

### 5.3.2 Business Details (B-1)

**Purpose:** to cover useful information for assessing business visitors. Users need to select an applicable option for each sub-block. For “Paid by”, “Other Description” text field is unlocked when “Other” is selected.

Business Details (B-1)

Business/Invite Letter ☒ Provided ☐ Not Provided

Paid By:

☐ Applicant ☐ Employer

☐ Inviter ☐ Unspecified

☒ Other

Other Desc:

Duration with Current Company

☒ < 6 months ☐ 18-24 months

☐ 6-12 months ☐ 24-36 months

☐ 12-18 months ☐ +36 months

☐ Unspecified

### 5.3.3 Transit Details (VH-1)

**Purpose:** to provide information about the category’s requirements. Users have to type the destination country, select one option from “Status in Destination” and then an applicable option for each of the three requirements.

Transit Details (VH-1)

Destination  Status in Destination

Visa - Country of Destination ☒ Provided ☐ Not Provided ☐ Exempt

Travel Itinerary ☒ Provided (1 Stop in CND) ☐ Provided (>1 Stop in CND) ☐ Not Provided

Less than 48 hours in CDA ☒ Yes ☐ No

Transit Details (VH-1)

Destination  Status in Destination

Visa - Country of Destination ☒ Provided ☐ Not Provided

Travel Itinerary ☒ Provided (1 Stop in CND) ☐ Provided (>1 Stop in CND) ☐ Not Provided

Less than 48 hours in CDA ☒ Yes ☐ No

Citizen  
PR  
Student  
Worker  
Visitor  
Refugee  
No Status  
Unknown  
Visa Exempt  
Visa Regd- provide  
Visa Regd- not provide

### 5.3.4 Short Term Student (SX-1)

**Purpose:** For short-term student, “Enrollment Details” field will be unlocked for pre-assessment only if “Proof of Enrollment” is “Provided”. Note that if prompted and left blank, the enrollment details will show as “not pre-assessed” in the notes.

Short-Term Student (SX-1)

Proof of Enrollment ☒ Provided ☐ Not Provided

Enrollment Details

Short-Term Student (SX-1)

Proof of Enrollment ☐ Provided ☒ Not Provided

Enrollment Details

### 5.3.5 Work Permit Exempt (WX-1)

**Purpose:** This blocks works as the same as the “**Short-Term Student**” block.

Work Permit Exempt (WX-1)

Contract

☒ Provided
 ☐ Not Provided

Contract Details

Input here

Work Permit Exempt (WX-1)

Contract

☐ Provided
 ☒ Not Provided

Contract Details

### 5.3.6 Returning Student and Returning Worker

**Purpose:** “**Returning Student**” et “**Returning Worker**” block respectively provides two and three self-explanatory pieces of information relevant to the category.

Returning Student

SP Validity Date

ABC

Transcripts

☒ In good standing
 ☐ Not in good standing
 ☐ Not provided

Compliance Verification

☒ Complete (Non-Adverse)
 ☐ Complete (Adverse)
 ☐ In Progress
 ☐ No Compliance Activity In GCMS

Returning Worker

WP Validity

ABC

Employment Ltr/Contract

☒ In good standing
 ☐ Not in good standing
 ☐ Not provided

5.4 SP & WP SPECIFIC BLOCKS

5.4.1 Previous Education

**Purpose:** to provide information regarding an applicant’s past education. Adding multiple entries is available for this block. If there is no relevant information on file, “No Previous Education info provided” checkbox should be checked, which will then make the whole block collapse. Otherwise, users must complete all four fields, “Education Level”, “School”, “Marks”, and “Abroad”.

**Customization(s):** The “Education Level” dropdown is customizable, and admin users can determine which levels school names need to be pre-assessed (1). The “Other” option is mandatory as it unlock the “Other Description” field. The “Abroad” dropdown is also customizable with up to 25 options (2).

Previous Education

☐ No Previous Education info provided

Education Level

Prim. S.

Prim. S.

High S.

ESL

FSL

Col.

U-BAC

U-MA

U-PhD

Vocational

Other

School

ABC School

Marks

XYZ

Abroad

No

+

-

Adding multiple entries

Previous Education

☐ No Previous Education info provided

Education Level

Prim. S.

No

Yes-CAN

Yes-US

Yes-AUS

Yes-UK

Yes-EU

Yes-Other

School

ABC School

Marks

XYZ

Abroad

No

Previous Education

1

2

Search

Customize list of: Educ Abroad

No

Yes-CAN

Yes-US

Yes-AUS

Yes-UK

Yes-EU

Yes-Other

Save Changes

Close

Set to default

Customize Previous Education Level

1

Education Level

Prim. S.

High S.

ESL

FSL

Col.

U-BAC

U-MA

U-PhD

Vocational

Other

School Name Pre-assessment required

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

Save Changes

Close

Set to default

5.4.2 LOA Details

**Purpose:** to provide information regarding an applicant’s Letter of Acceptance issued by schools in Canada. This block follows the same model as the “**Previous Education**” block. “**Validity Date**” of CAQ is available for pre-assessment, however, this information is already included in MOD3. Therefore, a mission can have its pre-assessors NOT pre-assess the field through the customization settings.

**Customization(s):** The “**CAQ**” dropdown is customizable up to 25 choices and admin users can select which choice the “**CAQ Validity Date**” needs to be pre-assessed. “**Program Level**” works the same way, meaning only selected choices will enable “**Program Name**” field.

LOA Details

No LOA Details provided

School

ABC school

Start Date

D/E/F

End Date

G/H/K

Program Level

Other

Program Name

LMN course

CAQ

Required-Provided

Validity Date

X/Y/Z

Other Desc.

Comments

+

-

1

2

LOA Details

Customize LOA CAQ

2

LOA CAQ

Not Required

Required-Provided

Required-Not Provided

CAQ Validity Date prompted

✓

Save Changes

Close

Set to default

LOA Details

No LOA Details provided

School

ABC school

Start Date

D/E/F

End Date

G/H/K

Program Level

Prim. S.

Program Name

LMN course

CAQ

Require

Validity Date

Y/Z

Other Desc.

Comments

+

-

1

Customize LOA Program Level

1

LOA Program Level

Prim. S.

High S.

ESL

FSL

Col.

U-BAC

U-MA

U-PhD

Vocational

Other

Program Name prompted

✓

Save Changes

Close

Set to default

36

A4223616\_122-000122

### 5.4.3 IELTS

**Purpose:** This block requires one option box to be selected. If the score selected is 6 or above, “All Bands at 6.0 or above” field will be triggered. “IELTS verified” checkbox will display as “Not verified” in the pre-assessment notes if left unchecked and “Verified” if checked.

**Customization(s):** No customization options are available for this block.

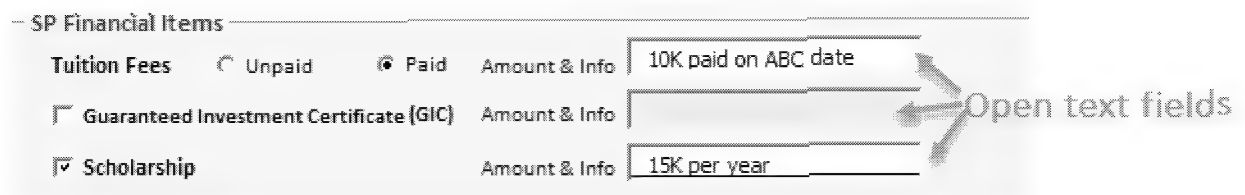


### 5.4.5 SP Financial Items

**IMPORTANT** This block’s name has been updated in a previous version. If you plan to import your previous customization into the new version, make sure you double check the imported blocks and replace the block listed with the old name with the new one. Not doing so will cause the block not to be prompted for pre-assessment at all.

**Purpose:** This block is non-mandatory, as the covered information is not applicable to all cases. If it is not pre-assessed, no alert message will pop up, and no “Not Pre-assessed” remark will show up in the pre-assessment notes. If there is information on file, pre-assessors should use appropriate items. “Amount & Info” fields are open text and are enabled when checkboxes in front of them are checked.

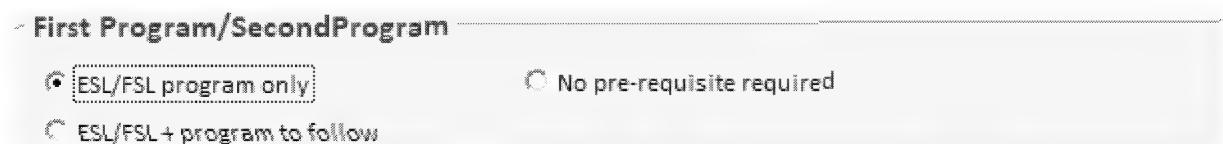
**Customization(s):** No customization options are available for this block.



### 5.4.6 First Program/Second Program

**Purpose:** This block is still available but is not part of the defaults and may not be relevant anymore. The “LOA Details” block ensures a higher level of pre-assessment of an applicant’s intended study programs. However, it remains available should your office prefer to use it.

**Customization(s):** No customization options are available for this block.



## 5.4.7 LMIA Details

**Purpose:** LMIA Details block has two display possibilities.

Chinook Mod 2 | v.14.1

Application 0 of 0

Group #

Application #

Category

Override Category

Citizenship

Country of Residence

Age

Marital Status

LMIA Details

☐ LMIA Exempt

1 Applicant named on LMIA ☒ Yes ☐ No LMIA Validity Date  Number of names on LMIA

2 Education Requirement ☒ Required ☐ May be Required ☐ Usually Required ☒ Met ☐ Not Met ☐ No Proof Provided

3 Experience Requirement ☐ Required ☒ May be Required ☐ Usually Required ☒ Met ☐ Not Met ☐ No Proof Provided

4 Language Requirement ☒ Met ☐ No Requirement ☐ Not Met ☐ No info available

Generate Notes

Pre-Assessment Notes: Application 0 of 0 - Chinook Mod 2 | v.14.1

Note String

Character Count 167

Abbreviations

LMIA DTLS: PA named; VU 2020/12/31; X names on LMIA | Edu. Req.: Required-Met | Exp. Req.: May be Req. - "Met/Not Met" - Not pre-assessed | Lang. Req.: No info available

Field not yet pre-assessed

Copy to Clipboard

MOD3 Preview

LMIA DTLS: PA named; VU 2020/12/31; X names on LMIA  
Edu. Req.: Required-Met  
Exp. Req.: May be Req. - "Met/Not Met" - Not pre-assessed  
Lang. Req.: No info available

Copy GCMS Notes

The display appears by default and covers pre-assessments when a LMIA is required. The four sub-blocks, 1 2 3 4, should be fully pre-assessed by selecting appropriate options.

For 1 Applicant named on LMIA, three fields must be pre-assessed and for 2 Education Requirement and 3 Experience Requirement, two fields must be pre-assessed for each sub-block. If any field is left blank, "Not Pre-Assessed" remark will appear in the pre-assessment notes for each missing field.



Chinook Mod 2 | v14.1

Pre-Assessment Notes: Application 0 of 0 - Chinook Mod 2 | v14.1

**Application 0 of 0**

Group #   
 Application #   
 Category   
 Override Category

Citizenship   
 Country of Residence   
 Age   
 Marital Status

**LMIA Details**

☒ LMIA Exempt Exemption Cat.  Other Desc.

LMIA Exempt Requirements ☐ All Reqs Met ☐ No Reqs Met

Met/Not	Requirement	Met/Not	Requirement
<input checked="" type="checkbox"/>	Ltr from receiving CDN institution	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Work contract with evidence of reciprocity	<input type="checkbox"/>	
<input type="checkbox"/>	**Dtls on empl. level and duration**	<input type="checkbox"/>	
<input type="checkbox"/>	LMIA exemption and ECF paid	<input type="checkbox"/>	

Comments (if any)

**Generate Notes**

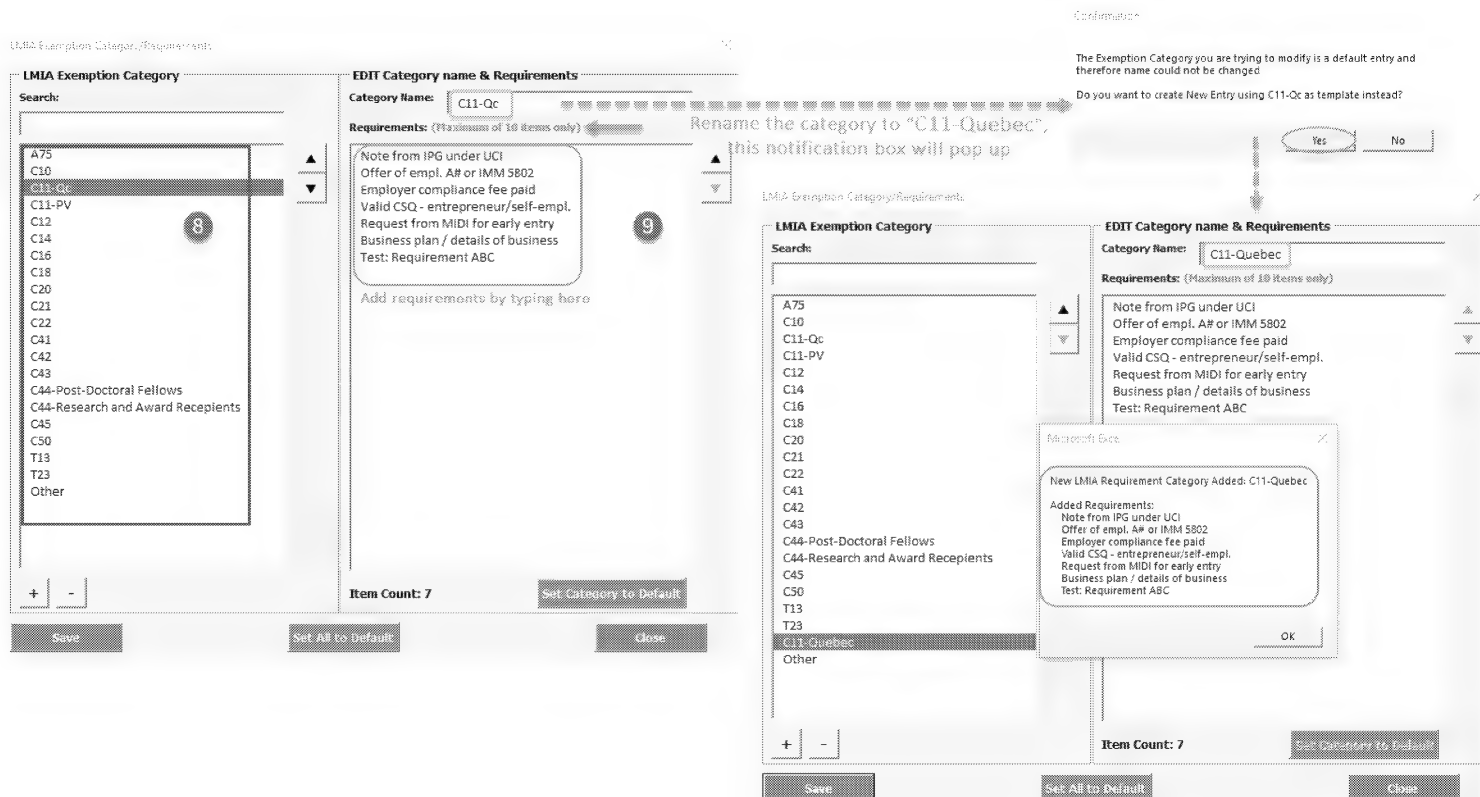
**ALERT!**  
 LMIA-EXEMPT: 1 or more REQ unspecified

**MOD3 Preview**

LMIA-EXEMPT: Cat. C20  
 REQ MET:  
 -Ltr from receiving CDN institution  
 REQ NOT MET:  
 -Work contract with evidence of reciprocity  
 REQ UNSPECIFIED:  
 -\*\*Dtls on empl. level and duration\*\*  
 -LMIA exemption and ECF paid  
 COMMENTS: Comments

The second display appears only when **5** LMIA Exempt checkbox is checked. **6** Exemption Cat. includes a dropdown of exemption categories. When one category is selected, its list of requirements will be automatically display under “LIMA Exempt Requirements”. Pre-assessors then need to confirm whether each requirement is met or not by checking “Met” or “Not Met”. To reduce the number of clicks, either “All Reqs Met” or “No Reqs Met” checkbox can be checked.

**NOTE:** If a requirement is not indicated as met or not met, an **7** ALERT! message will pop up after clicking the “Generate Notes” button, and it will appear as “REQ UNSPECIFIED” in the pre-assessment notes.



Picture 07: LMIA Exemption Category/Requirements customization

**Customization(s):** ⑧ **LMIA Exemption Category** list is customizable. The “Other” is mandatory which will trigger the “Other Description” field. Each category requirement list, ⑨, is also customizable and contains **up to 10** requirements each. You can add new requirements by simply typing in the blank filed.

As the current available categories are the default setting, renaming a category will result in creating a new category with a new name and the same template as the current category. To avoid confusion, admin users should remove the duplicate this would create.

**Example:** Renaming “C11-Qc” category to “C11-Quebec” will not remove the “C11-Qc” category, but will create a “C11-Quebec” category with the same template as the “C11-Qc”.

When customizing the requirements, the number of characters should be taken into consideration. As the default setting does not use much abbreviation, if LMIA-exempt pre-assessment notes often go beyond 1000 characters, working modifications should be considered.

#### 5.4.8 WP Additional Requirements

**Purpose:** This block had been added to provide a quick solution while the “LMIA Exempt” part of the “LMIA Details” block was being developed. The block remains available, however, missions should consider removing it from the WP LoB and complete the customization of the exemption categories in the “LMIA Details” block instead.

**Customization(s):** List of “WP Additional Requirements” is customizable.

WP Additional Requirements

<input type="checkbox"/> No add. WP Reqs	<input type="checkbox"/> IMM5802/LMIA#	<input type="checkbox"/> Foreign Lang. Cert.
<input type="checkbox"/> All Met	<input checked="" type="checkbox"/> Empl. Compl. Fee	<input checked="" type="checkbox"/> Transcript
<input checked="" type="checkbox"/> Diploma	<input type="checkbox"/> OWP Fee	<input checked="" type="checkbox"/> Cmpltion Ltr School
<input type="checkbox"/> Empl. Ltr	<input checked="" type="checkbox"/> LICO met	<input type="checkbox"/> PNC
<input type="checkbox"/> Support Ltr	<input type="checkbox"/> Med	<input type="checkbox"/> Marriage Cert.
<input type="checkbox"/> Commit. Cert. GCMS	<input type="checkbox"/> PC2	<input type="checkbox"/> Biz Plan
<input type="checkbox"/> Commit. Cert.	<input checked="" type="checkbox"/> Rfr. Ltr - Atl. Prov.	

Comments (if any)

Comments here

Customize list of: WP Additional Requirements

All Met  
Diploma  
Empl. Ltr  
Support Ltr  
Commit. Cert. GCMS  
Commit. Cert.  
IMM5802/LMIA#  
Empl. Compl. Fee  
OWP Fee  
LICO met  
Med  
PC2  
Rfr. Ltr - Atl. Prov.  
Foreign Lang. Cert.  
Transcript  
Cmpltion Ltr School  
PNC  
Marriage Cert.  
Biz Plan

Save Changes

Close

Set to default

#### 5.4.9 WP Caregiver

**Purpose:** to provide additional information to decision-makers on this specific WP category. This block is non-mandatory as it would not apply to all pre-assessments. Offices without such caseload may wish to remove it from their WP LoB.

Three situations are covered. When one is selected, additional pre-assessment items, as well as “Applicant related to employer?” checkbox, with turn from grey to white and must be completed.

**Customization(s):** No customization options are available for this block.

WP - Caregiver

Select if applicable only

<input checked="" type="checkbox"/> Child care	Number of children	3	Age range	05 - 10
<input checked="" type="checkbox"/> Elderly care	Age	70		
<input checked="" type="checkbox"/> Disabled care	Evidence provided?	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Applicant related to employer?
☒ Yes
☐ No

5.4.10 Offer of Employment

**Purpose:** to provide information regarding an applicant’s offer of employment in Canada, if there is one. Only if “**Provided**” checkbox is checked, “**Salary**” and “**Conditions**” sub-blocks will be prompted.

**Customization(s):** No customization options are available for this block.

Offer of Employment

☒ Provided

☐ Not Provided

☐ Not Required LMIAE

Salary

20\$/hour

Matches LMIA

☒ Yes ☐ No

Conditions

ABC, XYZ



## MODULE 3: Decision Maker Module

# USER MANUAL v.3

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## Revision History

Draft Version	Description	Date	Author
Draft v0	Description and detailed instructions of how to use new Chinook + and GCMS Chinook Tab (Stage 2 of Rollout)	27FEB2020	Lisa Catana
v1	Amendments to Biometrics Logic	10MAR2020	
v2	Amendments to Logic Inclusion of SP/WP/EXT functionality	27APR2020	Lisa Catana
v3	Update to screenshots and functionality for Mod 3 – excludes Chinook+/Chinook Tab	16JUN2020	Lisa Catana

## Contact

For any questions and/or comments relating to Chinook please contact the Chinook mailbox at [IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca)

# What is Module 3 - Decision Maker Module?

The Module 3 - Decision Maker Module is a tool that aims to increase the quantity of decisions that an officer can make on any given day as well as improve the quality of those decisions. Increased efficiency is gained by bringing a range of pertinent information required for making decisions together in one place where it can be reviewed easily and effectively. Module 3 is organized in such a way that efficiencies of scale can be produced by processing like cases together and facilitating grouping in the finalization process.

## Set up and get started

Setting up your workstation

- 1. For best results, organize workstation so that you have one monitor in a landscape orientation (to be used with Chinook) and your other in Portrait (to be used for GCMS).

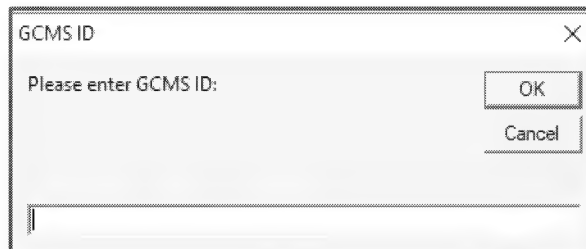
Set-up for Chinook Module 3

- 2. Open *Chinook – Module 3 – Viewer.xlsb*
- 3. Read the Disclosure dialogue box and click *OK*

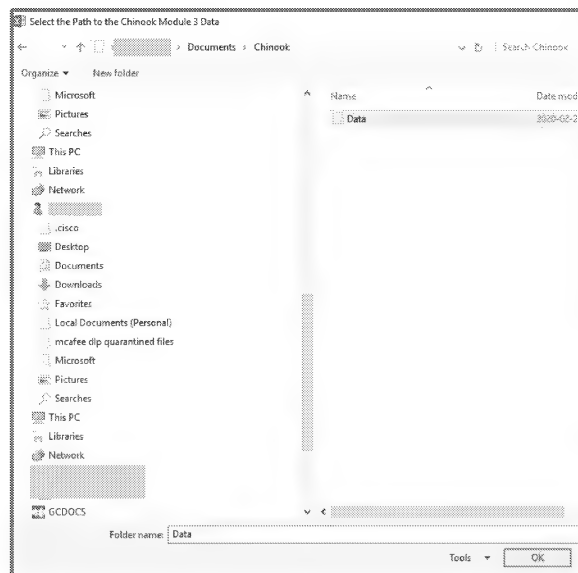


s.16(2)(c)

4. **Enter your GCMS ID:** When prompted, enter your GCMS ID



5. **Select the Path to the Chinook Module 3 Data:** When prompted, select the path to the Chinook Module 3 Data



- 6.

Data Path

## Using the Settings button

- Click on the *Settings* icon, on the left hand tools menu.



- Basic Setup Tab :: User Info

•  
•

- 

-

Using the  
Settings  
button  
(continued)

- 

- 

- 

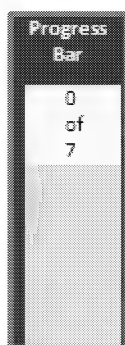
- 

- 

11. **Column Setup Tab:** Use the checkboxes to customize the Module 3 columns displayed. Unchecking a box will hide that column from view.
- Ex. If your office does not conduct pre-assessment, hide this field to save space on your screen.

## Progress Bar and Hot Keys

12. **Progress Bar:** On the left hand side of the Module 3 worksheet, there is a progress bar for users to easily see the number of applications entered into the tool, and how many have been actioned. The progress bar will update as you complete the Action column for any application.



13. **Navigation:** As Chinook is an Excel based tool, you can use hot-keys in Excel to facilitate navigation. The Chinook Decision Maker Module has various hotkeys built in to limit the user's need to use the mouse. Hotkeys options are indicated by underlining a letter on the button/action.



See below for some examples:

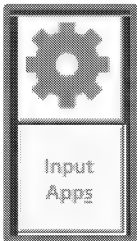
Hot Key	Function
Home/Debut	Will return your viewer back to Column F.
ALT+D	Open Display Popup
ALT+L	Launch Action List
ALT +S	Launch Input Apps Window

# Inputting & Reviewing Applications in Module 3

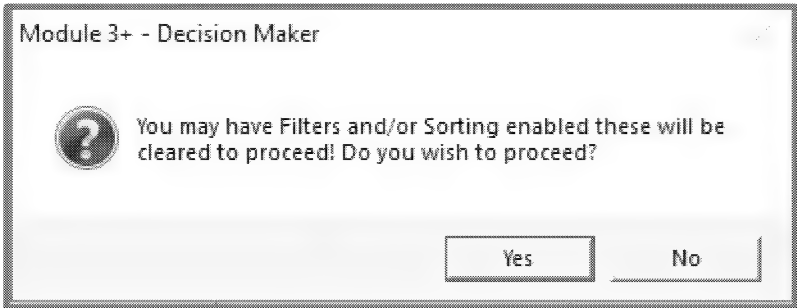
## Inputting Apps

### 1. Input Applications

- To input applications, click the *Input Apps* button on the left hand Tool Menu.

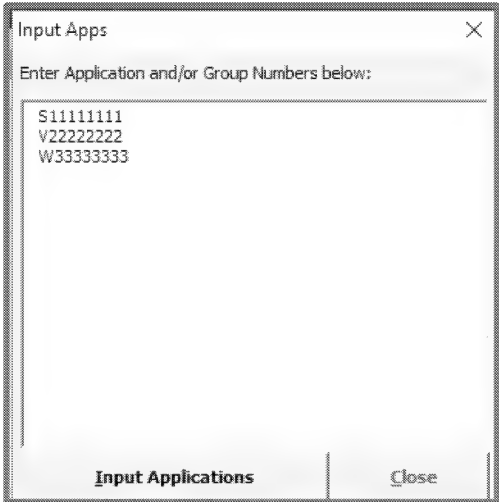


- A warning message will pop-up advising that any filters/sorting currently used on the Module 3 sheet will be cleared. Click **Yes** to proceed.



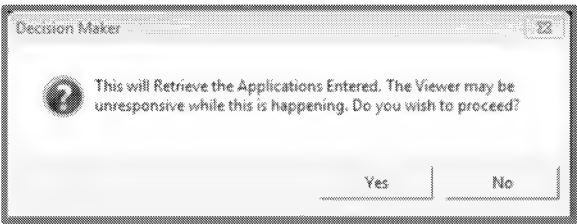
- Enter Application numbers and/or Group numbers in the Input Apps window when prompted. Click *Input Applications* when complete.

**NOTE:** If you enter both Group and Applications numbers, the group numbers will be pasted in first to the tool, then the application numbers.



# Inputting Apps (continued)

- Once applications entered, the tool will advise that is about to retrieve the data and may appear unresponsive. Click **Yes** and wait for the data to be populated for the applications entered.



- You can monitor the status of the data upload in the bottom left-hand corner of the Excel screen.



# Reviewing Applications

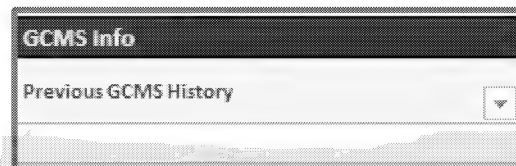
- Each row in Module 3 will display the relevant information for the application. Use the scrollbar in the bottom right corner of the workbook to see more info.

Age	PU
33	
12	
75	
32	





## Reviewing Applications (continued)



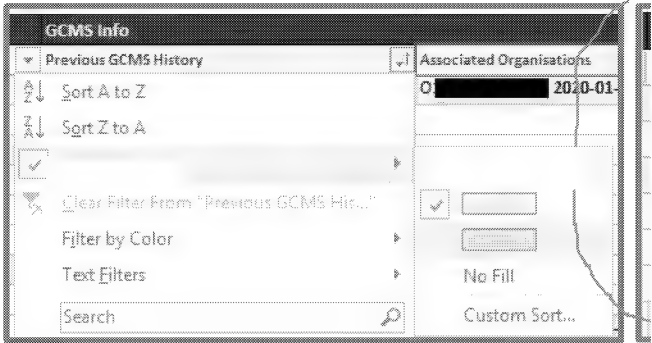
## Sorting & Filtering

3. There are a number of ways use simple Excel functions to help organize the applications and the data in Module 3 using the Sort/Filter drop-down button on each column.



4. **Sorting:**
  - *Sort A to Z or Sort Z to A:* These will sort the list of data in alphabetical order or reverse alphabetical order.
  -

# Sorting & Filtering (continued)

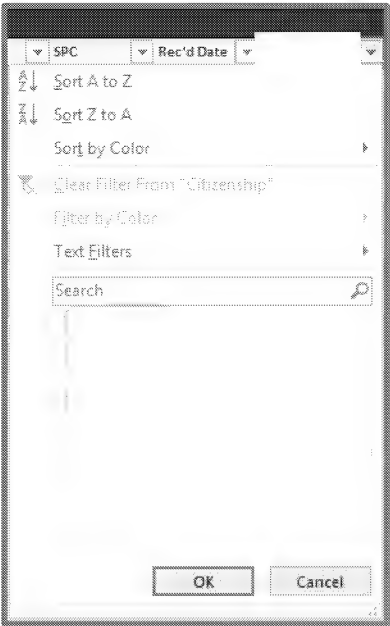


- Multilayered Sort:** To combine different elements, click the down arrow and select “Sort by Color” (even if there are no colors) and then click “Custom Sort”. This will provide options to run a multilayered sort first sorting by one column, and then another within that initial sort.

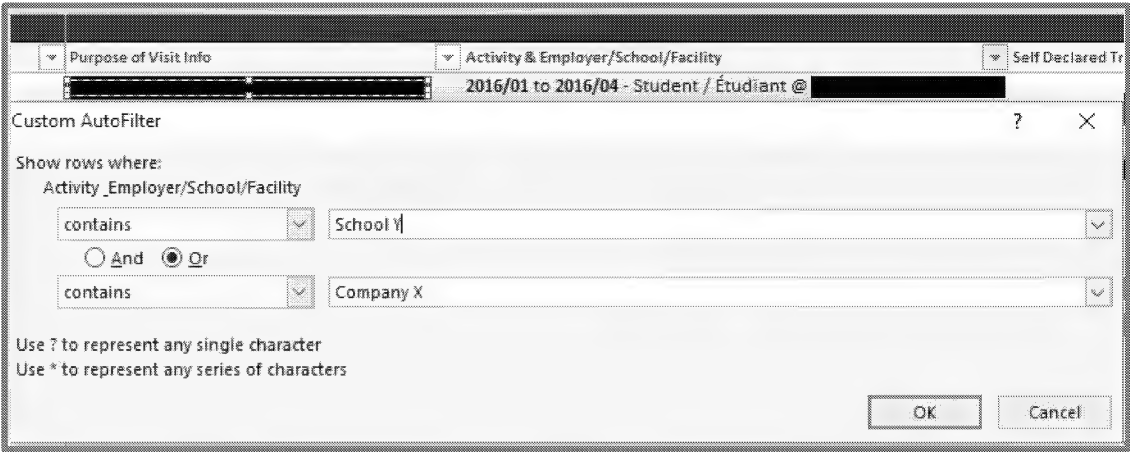
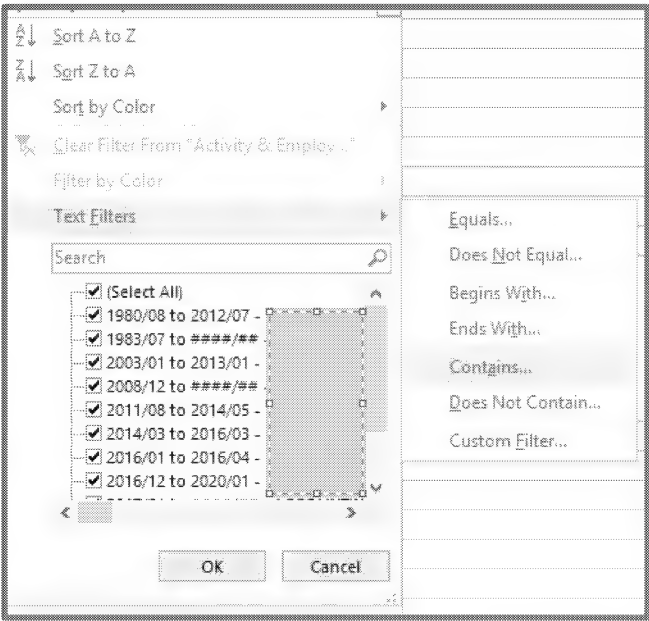
**NOTE:** Be careful when sorting and filtering that you don’t accidently split groups (by applying filters that do not apply to all members of that group).

## 5. Filtering:

- Filter checkboxes:** Use the checkboxes to filter your list. For example for the Citizenship column, you can restrict view to only applications of the same country.



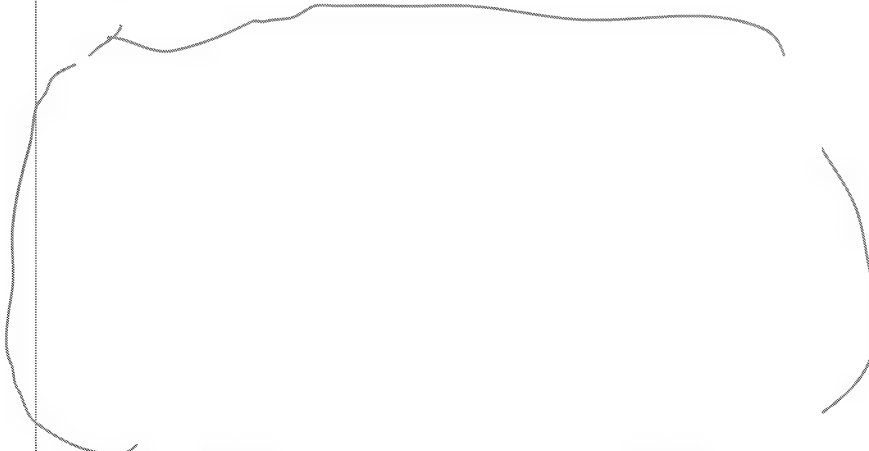
Sorting & Filtering  
Continued)



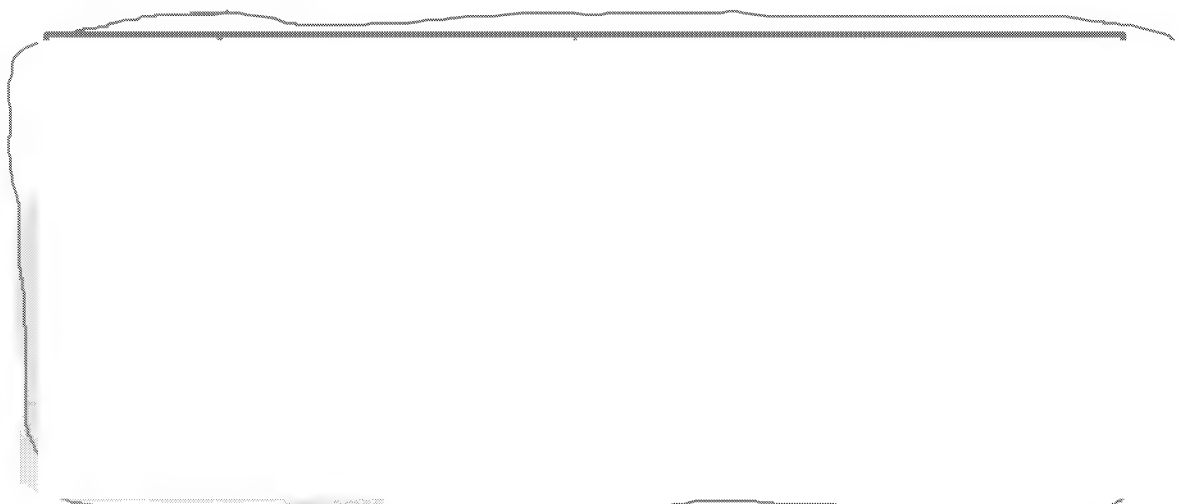
## Finalizing Applications in Chinook

### Using the Action Column

1. The Action column is where to indicate the intended action/decision to be taken for each application. Review the application and the information provided in Chinook. When you've determined what action is needed, click on **Action** column cell corresponding to the application.



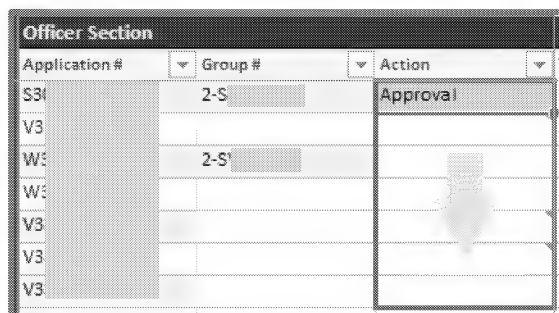
2. **Hover over feature:** Hover over any cell in the Action column to quickly view the notes entered for an application.



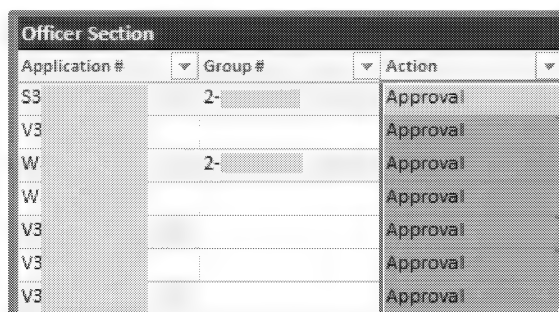
3. **Working Note:** This field can be used as an electronic "post-it note" to mark any particular or special action required on an application. The working note DOES NOT get included as part of the note to be copied into the Notes tab. It is only for reference. For example, as you review the application and had concerns of the client's employment, you could enter a working note stating "review employment documents" as a reminder.
4. **To enter an action for a single application:** Highlight the Action cell corresponding to an application to launch the Action Window.
5. **To enter an action for a multiple applications:** In the Action column, highlight multiple cells for the corresponding applications to launch the Action Window then enter in the desired action and click Save Action & Notes.

## Using the Action Column (continued)

Alternatively, enter the action on a single application, then click hold down the Action cell and drag across all the application for which you want the action to apply.



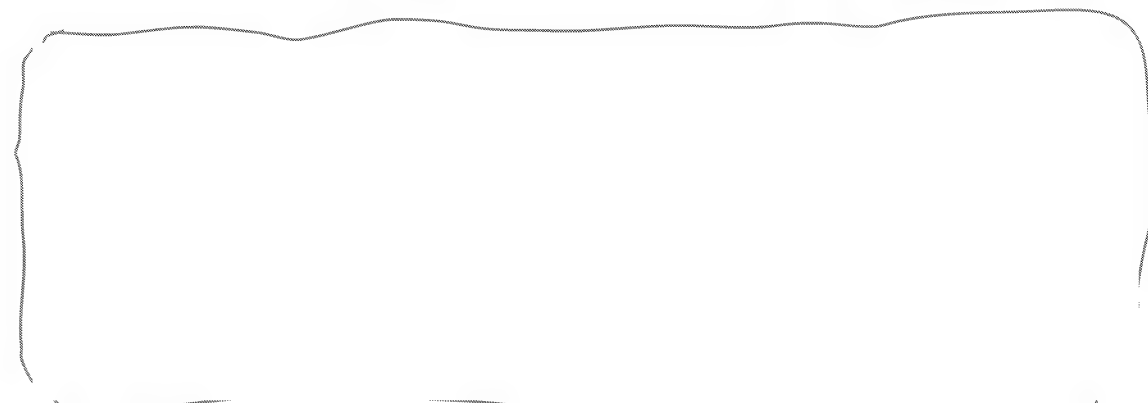
Application #	Group #	Action
S3	2-S	Approval
V3		
W3	2-S	
W3		
V3		
V3		
V3		



Application #	Group #	Action
S3	2-	Approval
V3		Approval
W	2-	Approval
W		Approval
V3		Approval
V3		Approval
V3		Approval

### 6. Approvals: You will be presented with the following Action Window.

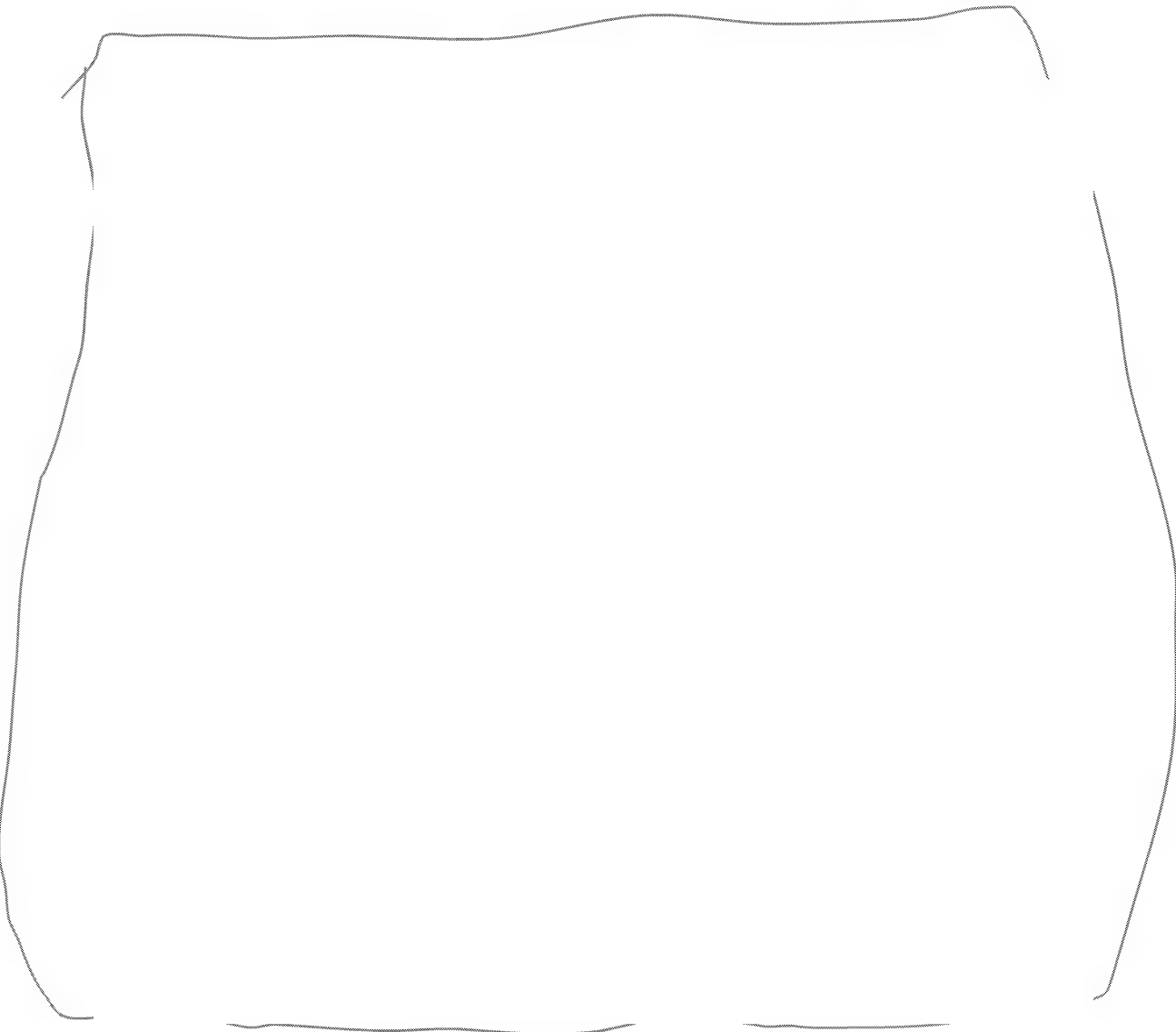
- Click the **Approval** checkbox.
- Ensure the correct line of business is selected from the drop-down menu.
- Once your desired actions have been entered **click Save Action & Notes**



### 7. Refusals: You will be presented with the following Action Window.

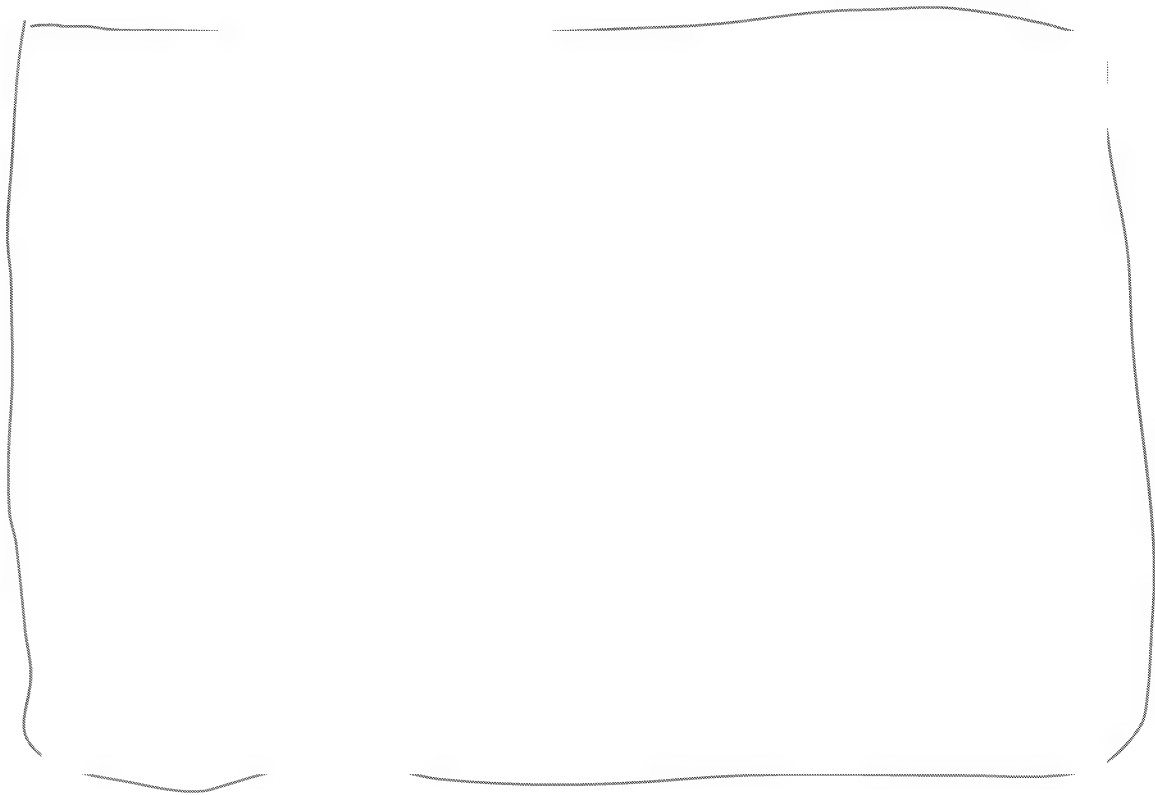
- Click the **Refusal** checkbox.
- Ensure the correct line of business is selected from the drop-down menu.
- **Edit Deactivated:** This button will activate the edit function for each refusal ground. Select it before you enter your refusal grounds, and it will allow you to edit each ground separately.
- **Refusal Reasons:** Check the boxes that correspond to your refusal grounds.
- **Refusal Note Generator:** For each refusal ground selected, a corresponding line will be added to the refusal note. For certain refusal grounds, multiple options will be available, and you will be prompted to amend the text to reflect your application.
- Once your desired actions have been entered **click Save Action & Notes**

Using the  
Action  
Column  
(continued)

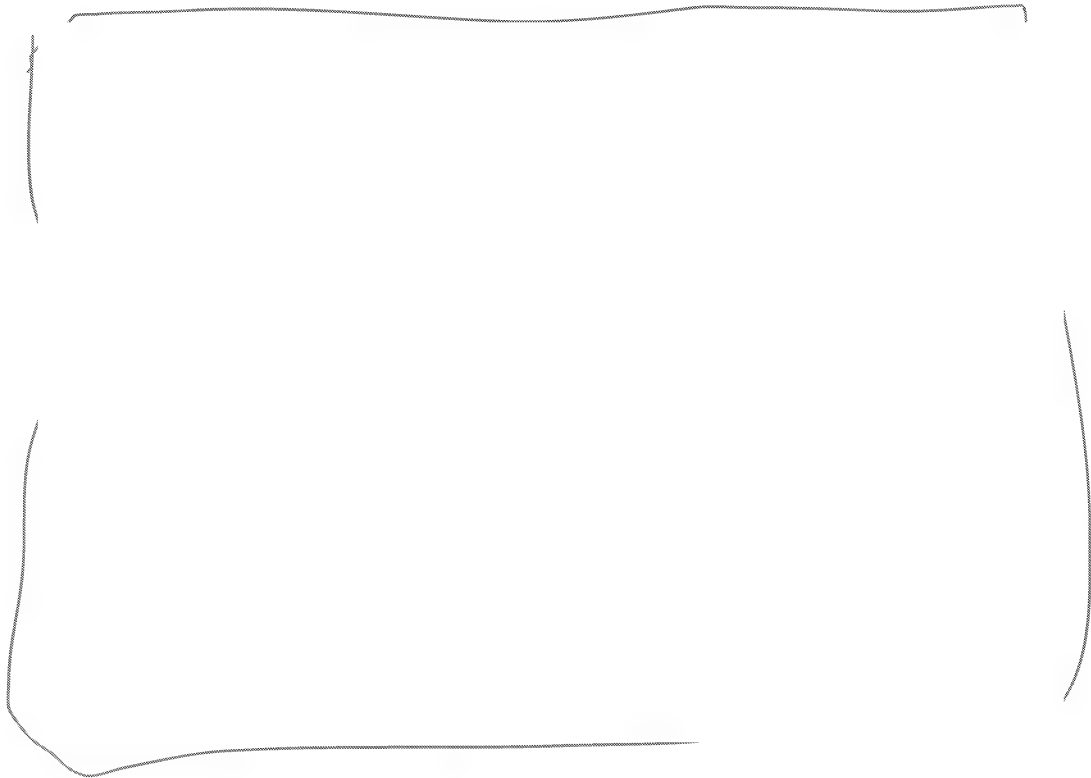


8. **Other:** You will be presented with the following Action Window.
- Click the **Other** checkbox.
  - Ensure the correct line of business is selected from the drop-down menu.
  - Once your desired actions have been entered **click Save Action & Notes**

Using the  
Action  
Column  
(continued)



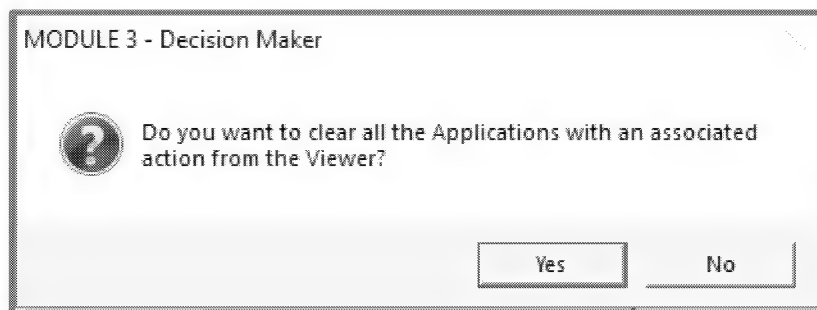
9. **Withdrawal:** You will be presented with the following Action Window.
- Click the *Other* checkbox.
  - Ensure the correct line of business is selected from the drop-down menu.
  - Once your desired actions have been entered *click Save Action & Notes*



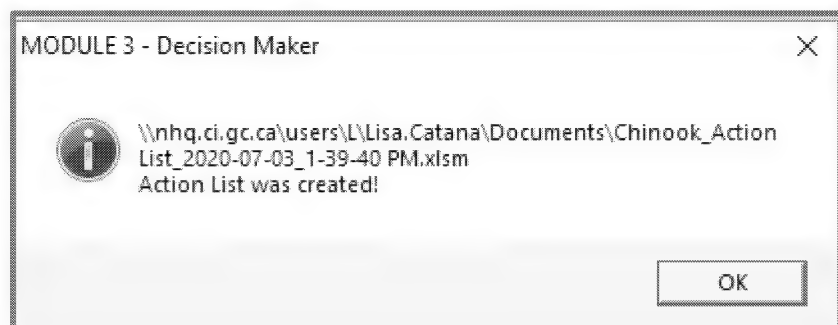
## Creating Action Lists

### Using the Action List Button

- After completing review of applications and entering intended actions – click the **Action List** button. This will compile a series of application lists and query strings to facilitate batch processing in GCMS. Any working notes that you have indicated will also be carried over to the lists. A separate list will be created for each Action as follows:
  - Approvals
  - Withdrawals
  - Other (one list for each group of applications with the same action)
  - Refusals (one list for each group of applications with the same refusal grounds)
  - No Action: list of files where no action was indicated
- After clicking the **Action list button**, a pop-up will appear to confirm if you would like to have the applications removed from the Decision Maker module.
  - Click **YES** to keep all applications listed in your Module 3 session
  - Click **NO** to remove the completed applications from your Module 3 session.



- Once you have clicked either **YES** or **NO**, the following pop-up will appear to inform you that the actions lists have been created. Click **OK**



- A new worksheet will automatically open for the action lists. Each tab of the worksheet will represent a different action:





# Using Action Lists with GCMS

Action List Overview

1.

Approval or Withdrawal Action Lists

2.

SearchIMMGroupsIMM ActivitiesCorrespondence

IMMCIT

My Office GroupsMenuGoCancel

Group #	Name	Type
---------	------	------

IMMCIT

My Office GroupsMenuQuery

Group #	Type	Status	Name
	TR - Family	Closed	S [REDACTED]
	TR - Family	Closed	R [REDACTED]
	TR - Family	Closed	G [REDACTED]

3.

**Refusal  
Action Lists**

4.

5.

6.

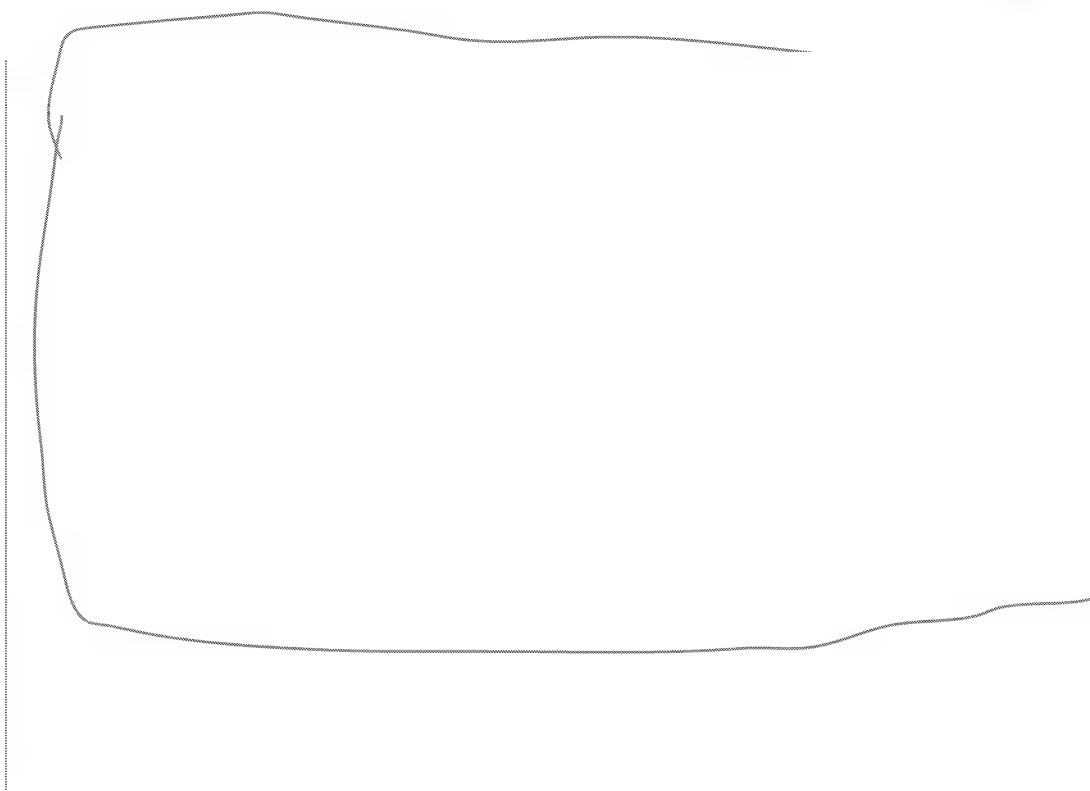
7.

**Other  
Action Lists**

8.

s.19(1)

Other  
Action Lists  
(continued)



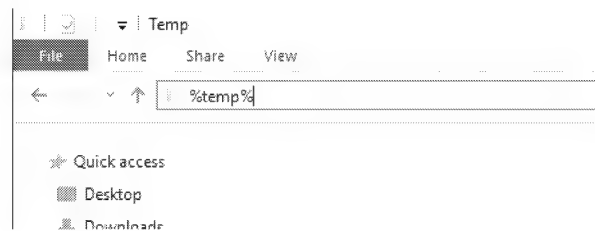
s.16(2)(c)

# Autosave Feature

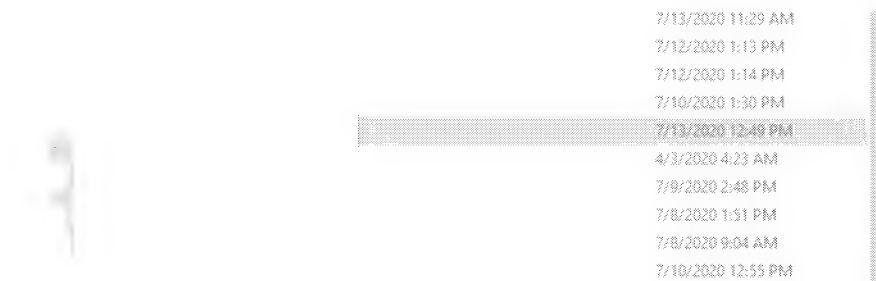
## Retrieving Autosaved Action List

Chinook Module 3 generates and saves automatically an Action List every 15 minutes in the user's temporary folder. This feature was developed to avoid losing all the work done in the event of an unexpected crash.

To retrieve the autosaved Action List, open your user temporary folder by typing %temp% in a "Windows Explorer" window and pressing "Enter":



Then look for the file "Chinook\_ActionList\_AutoSave.xlsm" and open it.



Once the file is opened, you will see the actions that you had already entered in the "Action" column at the time the last autosave was done. You can then use the file lists to enter your decisions in GCMS and to keep working in Module 3.

Note that this file is replaced every time it is saved, every 15 minutes. That means that if you want to keep a copy of the files as they were after a crash, you will need to save it in another location.

s.16(2)(c)

# Best Practices for Paper Applications

Processing  
Paper  
Applications  
in Chinook

- 1.
- 2.
- 3.
- 4.
- 5.



1		File Management
2		Pre-Assessment
3		Decision Maker
4		Post-Decision
5		Indicator Management      Submission Template
6		Quality Assurance
7		ToolBox

# USER GUIDE - Module 1

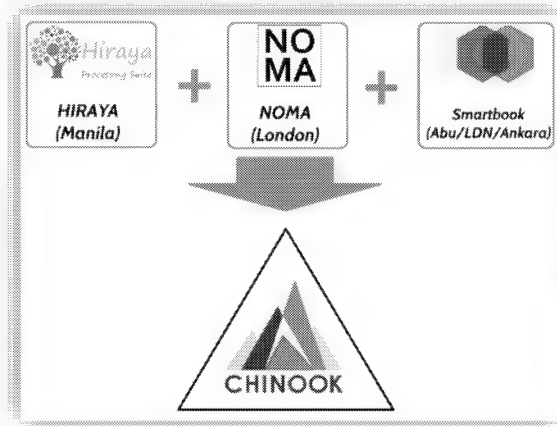
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## INTRODUCTION

Chinook is a cross-network Temporary Resident (TR) processing suite developed by International Network (IN) – Centralized Network (CN) and Domestic Network (DN), with the support of IT Operations. This modern solution invoked several IRCC talents and stimulated the synergy of the group.

### History

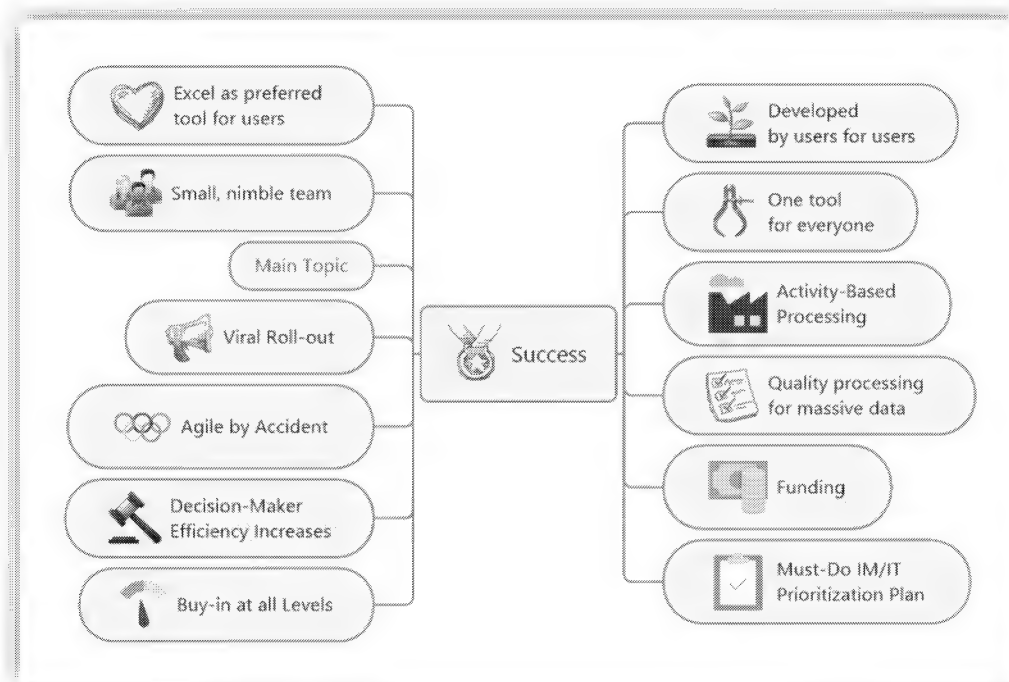


### Overall goals

Apart from the time saving and the efficiency that Chinook provides, there are the 3 main objectives:

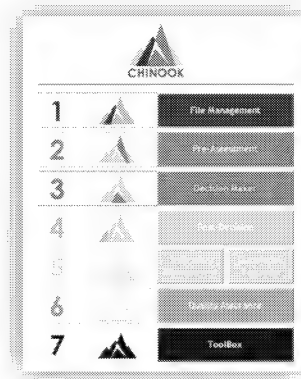
- Replacing various office-specific tools
- Standardizing work sharing procedures
- Streamlining process regardless of processing office

### Chinook Success





## Overview



Chinook suite consists of six (6) modules with an additional toolbox. It unifies TR Process for the Integrated Network (excluding extensions).

## Launch & documentation

### Requirements

**CHINOOK** requires IRCC Professional Laptop or Desktop, Windows & MS Excel up-to-date, your IRCC email and windows password and GCMS account.

### Privacy statement

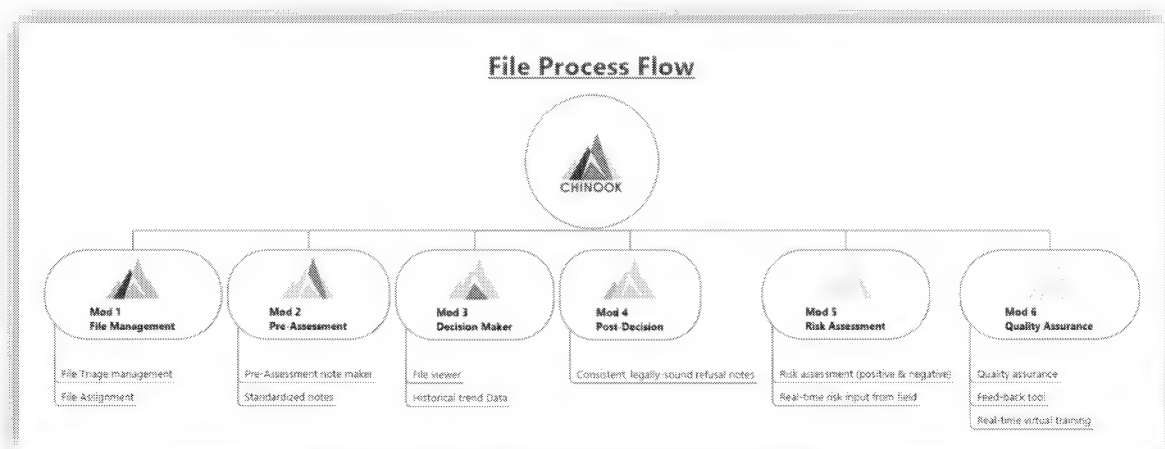
By using **Chinook**, the user recognizes having read IRCC rules of ethics and confidentiality in the training module: [Protecting and Giving Access to Information at CIC \(CC5540\)](#). If it is not done yet, we invite you to do it before using **Chinook**.

### Access request

Chinook project is managed by the business coordinator (IN). For more information about ask your manager.

→ Any comments, suggestions, thoughts or compliments? Please contact: [IN Chinook / Chinook RI \(IRCC\)](#)








## File process flow



MODULE 1 FILE MANAGEMENT

The MOD1 is based on 4 files and allows users to perform:

- File triage management
- File assignment

	<b>The tool itself</b>	Chinook - FMS.xlsm	 AppWorkloadDB  Chinook - FMS  Chinook - Mod 1  Schema
	<b>The database</b>	AppWorkloadDB.mdb	
	<b>Data Warehouse</b>	Chinook - Mod 1.csv Schema.ini	

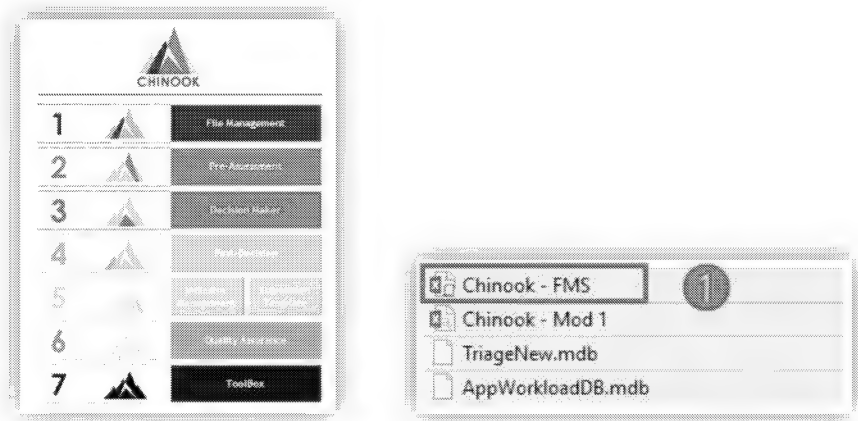
With Chinook, the Task Manager automatically loads all of the required information into a single Task Manager window. Where applications are ordered by the next task or activity required in the processing continuum for the officer review. Task manager benefits:

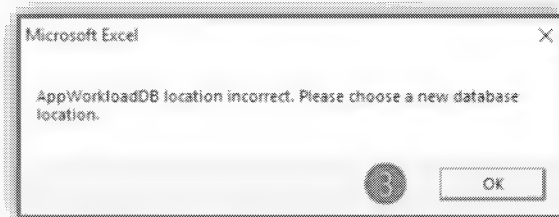
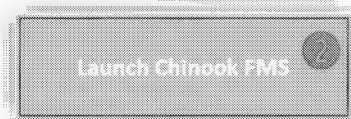
- Avoids manual queries in GCMS
- Provides an instant snapshot of office TR Caseload

Initial Setup

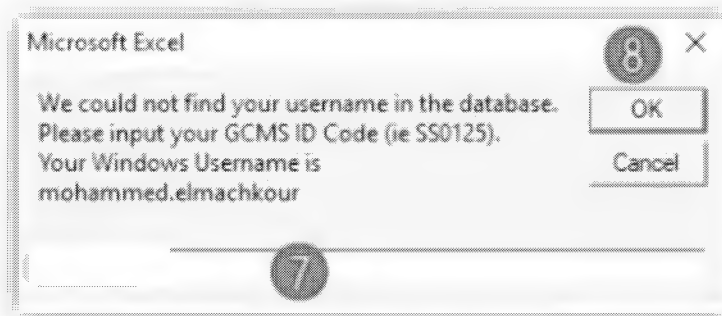
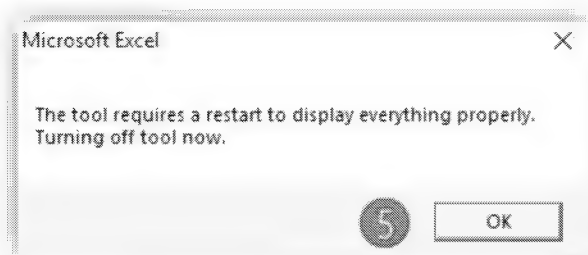
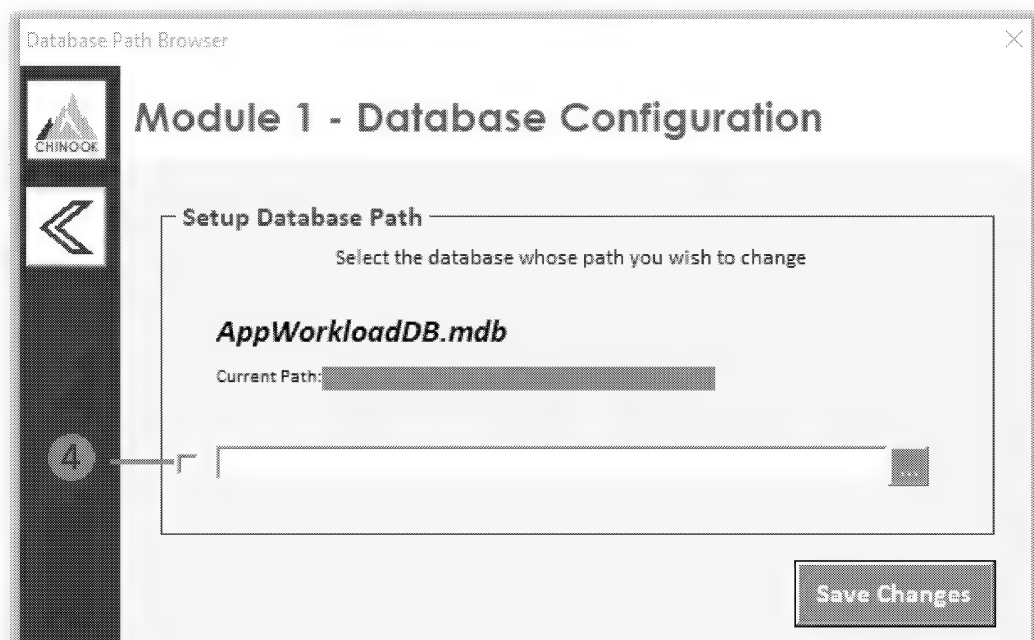
A pristine version of Module 1 that has not yet been configured will automatically make its first user into an Administrator. It is recommended that any new setup of the system is performed by one of the users who will have administrator privileges. Setup is performed by officers with administrator permissions.

Click on the **MOD1 File Management**, from Chinook main interface A macro-enabled Excel file opens: 1 **Chinook – FMS.xlsm**. You are invited to click on the 2 **Launch button**, then on 3 **OK button**.





Check **4** the **box** and to lead Chinook to the new **database location** then save your changes.



On the first use, you need to **5 Restart Chinook**. Click the **6 Launch button**. You have to **7 Enter** and **8 Valid your GCMS ID**. If you do not have access to GCMS, ask your GCMS access coordinator.

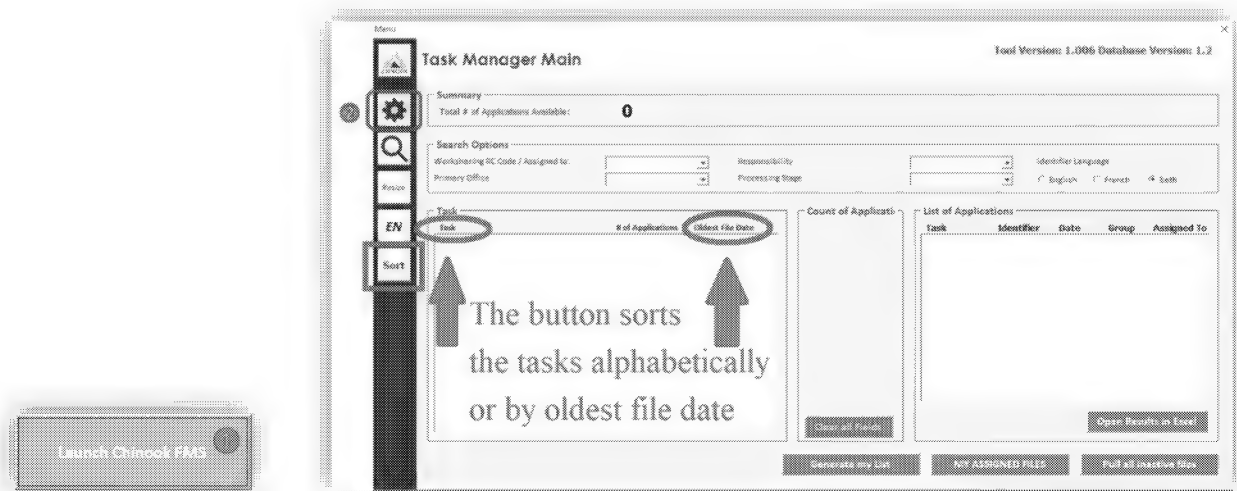
## Setup & Administration

This customizing section contains 3 main tabs: **Data options**, **Admin options** and **Full File List**. In this module, we will focus only on Full File List options.

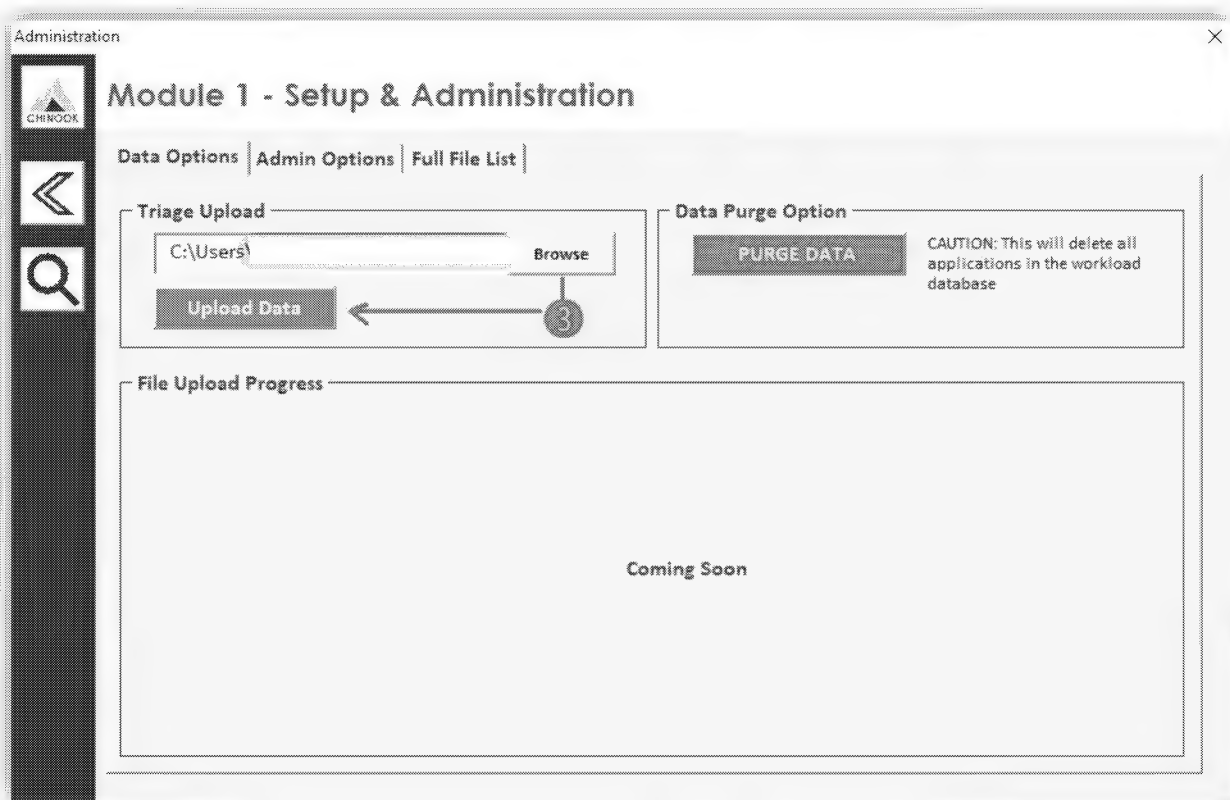
### Data options

Data upload for offices of interests

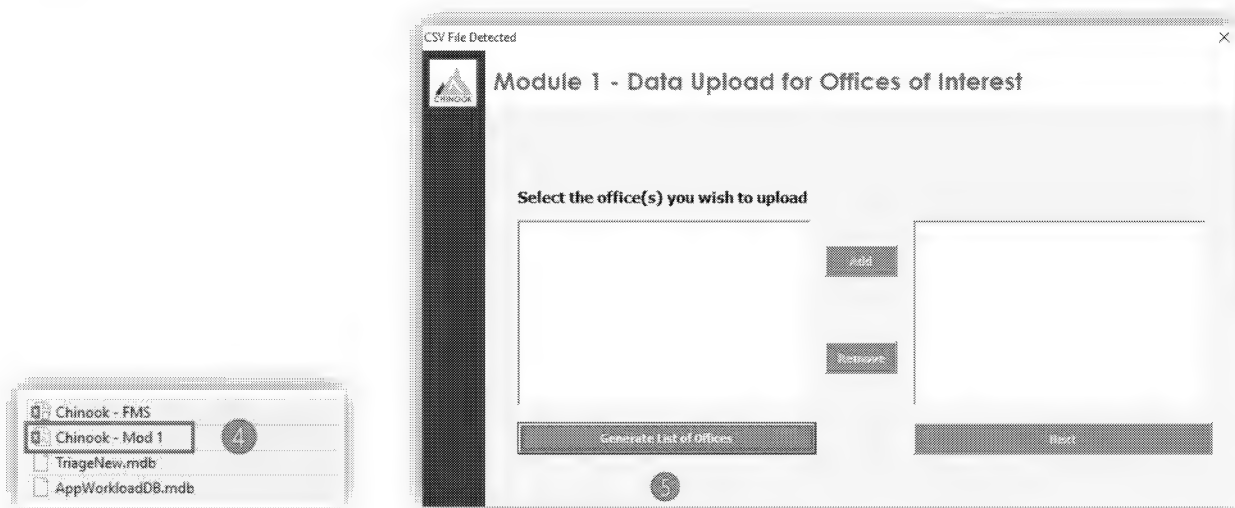
This part of the program is also managed by officers with administrator permissions. **The first step** consists on downloading the **Mod 1** data set from the **EDW folder** into the designated **Data folder** in the local drive. Here is the link to the [Chinook EDW folder](#).



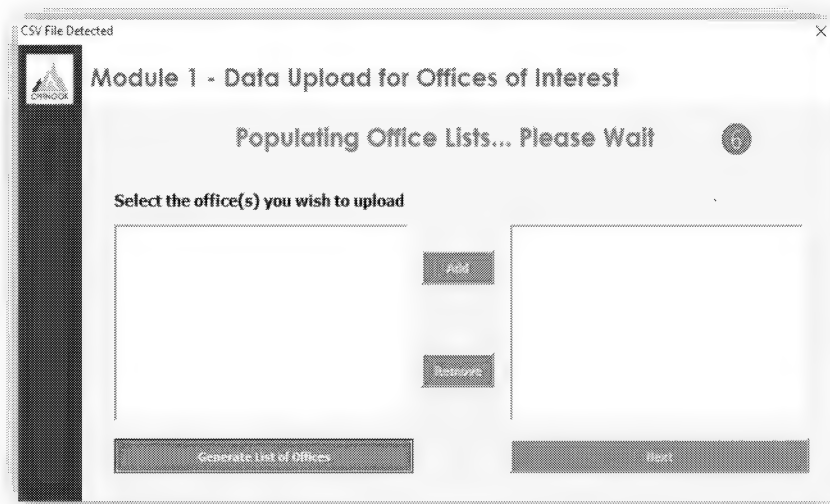
① **Launch Chinook FMS** button again then ② **Setup & Administration** button to open and finish your setup & administration. ③ **browse** to your warehouse database then upload the file named: **Chinook - Mod 1.csv**



4 Upload Data and 5 Generate the list of offices.



6 The process takes a moment before the office lists are 7 populated.



CSV File Detected

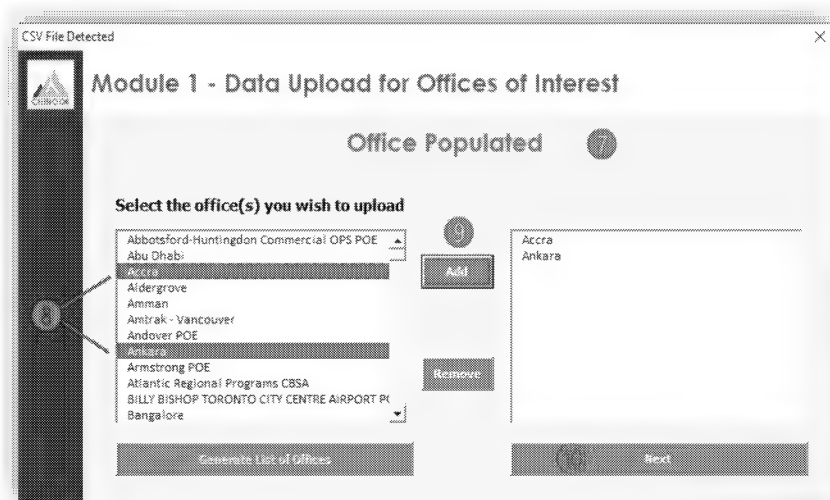
### Module 1 - Data Upload for Offices of Interest

Populating Office Lists... Please Wait 6

Select the office(s) you wish to upload

Add
Remove

Generate List of Offices
Next



CSV File Detected

### Module 1 - Data Upload for Offices of Interest

Office Populated 7

Select the office(s) you wish to upload

Abbotsford-Huntingdon Commercial OPS POE  
 Abu Dhabi  
8 **Accra**  
 Aldergrove  
 Amman  
 Antrak - Vancouver  
 Andover POE  
**Ankara**  
 Armstrong POE  
 Atlantic Regional Programs CBSA  
 BILLY BISHOP TORONTO CITY CENTRE AIRPORT PK  
 Bangalore

Accra  
 Ankara

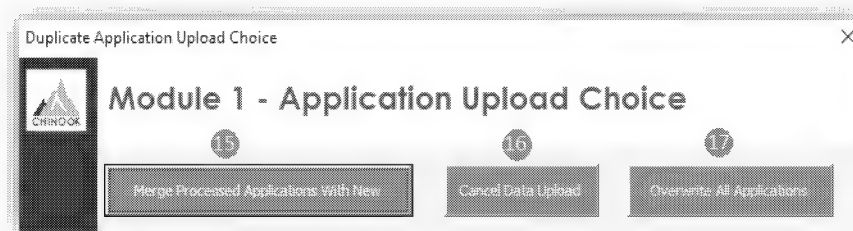
9 Add
Remove

Generate List of Offices
10 Next

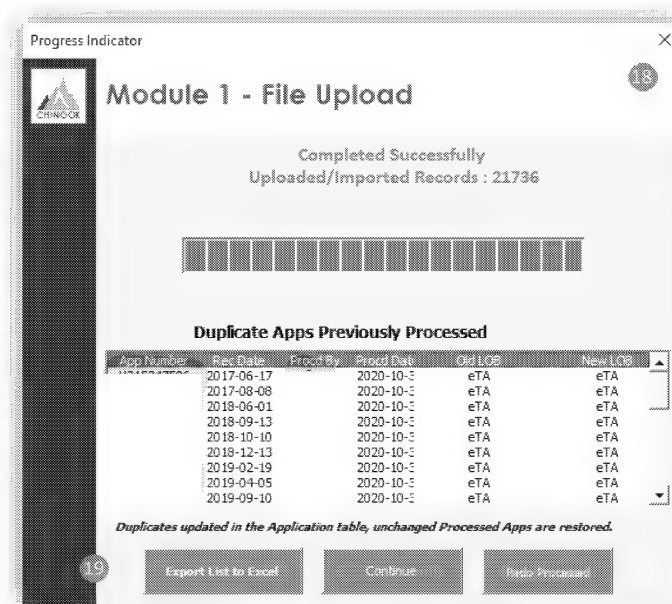
Select **8** the offices you want to upload, click **9** the ADD button then click **10** the next button. The office selection will be saved and appear each time you upload the data in Module 1.



Before the upload is complete, you have the option to: **15 Merge** new and processed files with applications that are duplicates and have not changed their state in GCMS so that applications pulled previously but not processed will not appear as available in Module 1; **16 Cancel** the upload; and **17 Overwrite** as normal if duplicates are encountered so that applications pulled previously but not processed will appear as available in Module 1.



Close the dialogue box when the upload is **18 finished** or **19 Export** the list to Excel.

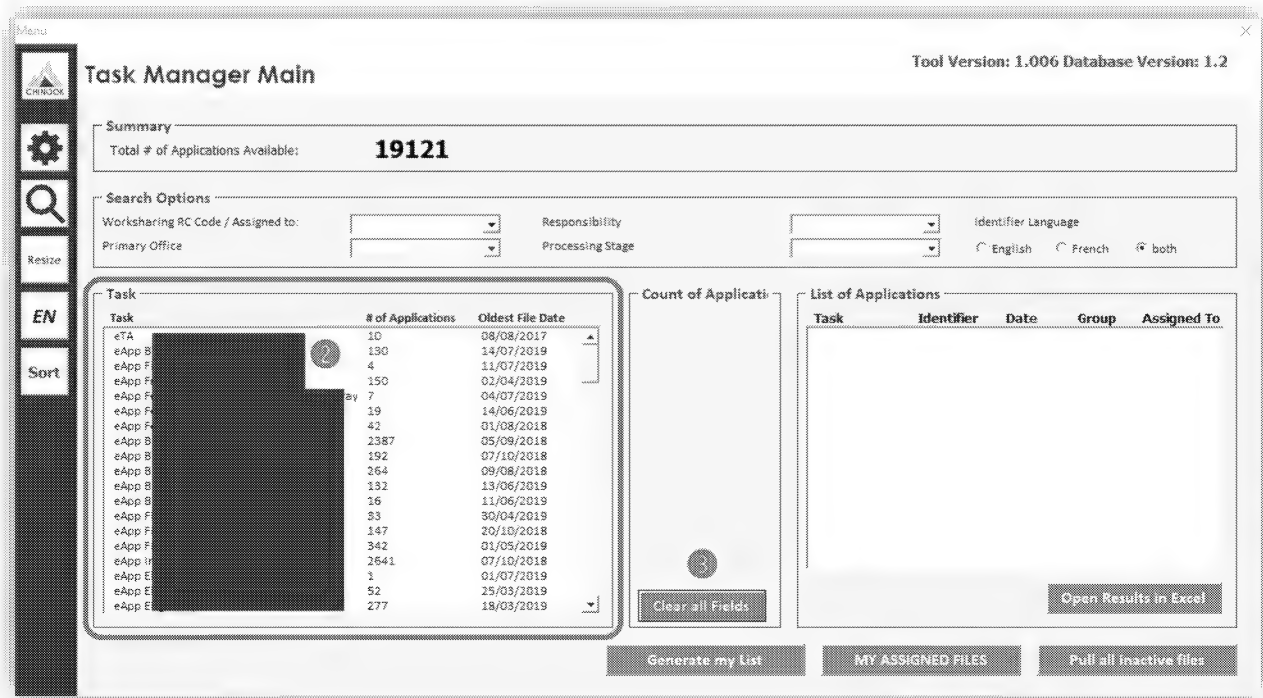




## File assignment to GCMS ID



In this section you will be able to assign applications to your GCMS ID. 1 **Launch Chinook FMS** button again. The 2 **Task list** will show up. You can 3 **clear all fields** or 4 **Workshare** with a 5 **primary office**.



Precise 6 **Responsibility**, 7 **Processing stage** and the 8 **Identifier language**.

**Task Manager Main** Tool Version: 1.006 Database Version: 1.2

**Summary**  
 Total # of Applications Available: **16**

**Search Options**

Worksharing RC Code / Assigned to: **4** Responsibility: **6** Decision Maker: **8**  
 Primary Office: **5** Processing Stage: **7** Misrep Verification: **9** Identifier Language: **10** (English, French, both)

**Task**

Task	# of Applications	Oldest File Date
eApp Verification	4	16/10/2018
eApp Verification	2	16/11/2017
eApp Misrepresentation	10	23/12/2018

**Count of Applications**  
 eApp Misrepresentation: **10**

**List of Applications**

Task	Identifier	Date	Group	Assigned To
------	------------	------	-------	-------------

Buttons: Clear all Fields, Open Results in Excel, Generate my List, MY ASSIGNED FILES, Pull all inactive files

- 9** Select your tasks and the **10** Number of applications you want to assign to your GCMS ID.
- 11** Generate your list. When a **12** List of application tasks appears, **13** open the results in Excel.

\*\*\* NOTES \*\*\*

- ☞ If you return back to the **9** Task, you will find that the **10** Assigned applications have been deducted from the global list on the shelf meaning that other officers cannot tap into your list.
- ☞ The activity "eApps No Match" contains the files without group or some other missing information.
- ☞ You can perform a **9** Multiple task selection to grab files from different eApps.

**Task Manager Main** Tool Version: 1.006 Database Version: 1.2

**Summary**  
 Total # of Applications Available: **19121**

**Search Options**

Worksharing RC Code / Assigned to: **4** Responsibility: **6** Decision Maker: **8**  
 Primary Office: **5** Processing Stage: **7** Misrep Verification: **9** Identifier Language: **10** (English, French, both)

**Task**

Task	# of Applications	Oldest File Date
eTA	10	08/08/2017
eApp B	130	14/07/2019
eApp F	4	11/07/2019
eApp F	150	02/04/2019
eApp F	7	04/07/2019
eApp F	19	14/06/2019
eApp F	42	01/08/2018
eApp B	2387	05/09/2019
eApp B	192	07/10/2018
eApp B	264	09/08/2018
eApp B	132	13/06/2019
eApp B	16	11/08/2019
eApp F	33	30/04/2019
eApp F	147	20/10/2018
eApp F	342	01/05/2019
eApp (n)	2641	07/10/2018
eApp E	1	01/07/2019
eApp E	93	25/03/2019
eApp E	277	18/03/2019

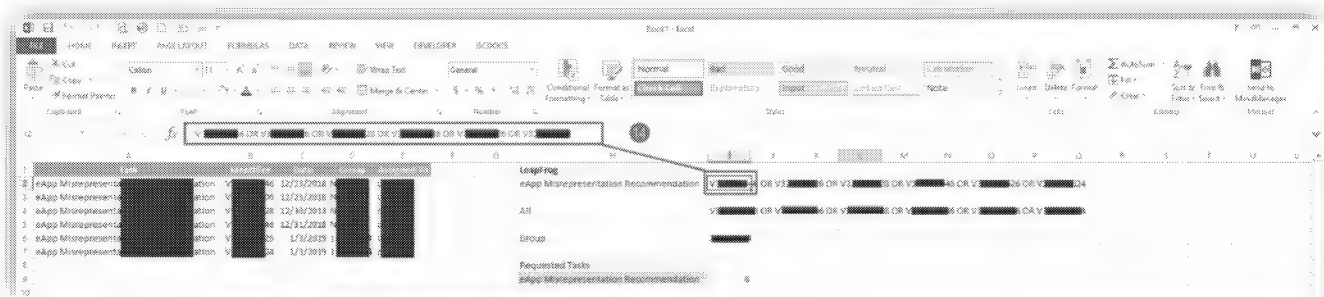
**Count of Applications**  
 eApp Misrepresentation: **10**

**List of Applications**

Task	Identifier	Date	Group	Assigned To
eApp Misrepresent		23/12/2018		
eApp Misrepresent		23/12/2018		
eApp Misrepresent		30/12/2018		
eApp Misrepresent		31/12/2018		
eApp Misrepresent		09/01/2019		
eApp Misrepresent		09/01/2019		

Buttons: Clear all Fields, Open Results in Excel, Generate my List, MY ASSIGNED FILES, Pull all inactive files

In the Excel file, you can copy-paste the **14** e-App Misrepresentation code in GCMS to finish the work.



Chinook strings the files for you and you do not have to use any tool to make a query string for applications or groups to perform your queries.

### \*\*\* IMPORTANT \*\*\*

Chinook use the **FIFO** (First-In-First-Out) method to select the applications when you assign them to yourself. The tool assigns the oldest applications first (oldest received data) and if there is an application in a group, the other members of the group will be assigned to your GCMS ID as well (they have to be processed together in other Mods)

### \*\*\*NEW FEATURES\*\*\*

Module 1 now includes two new filters for Country of Residence (CoR) or Citizenship.

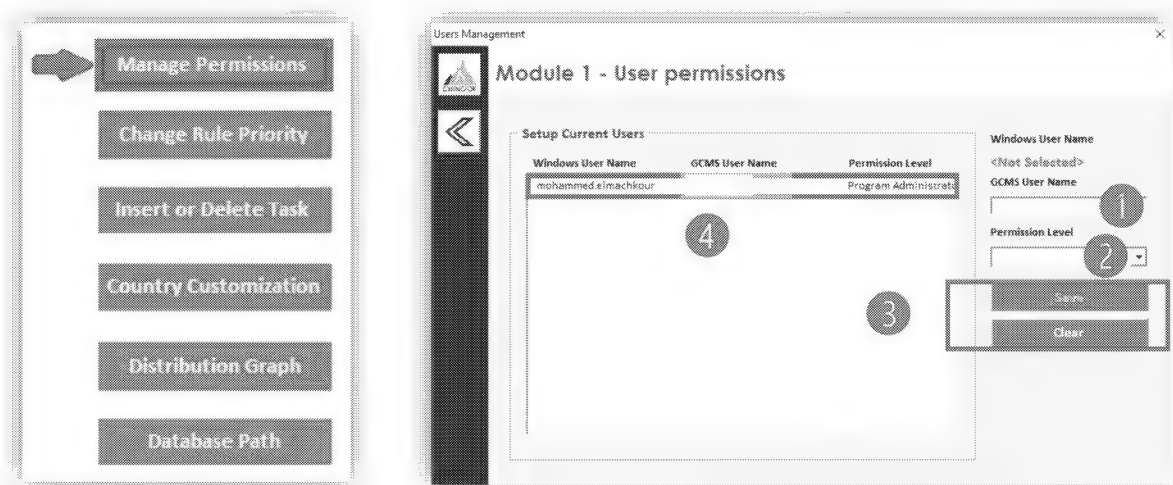
The screenshot shows the 'Filtering Options' dialog box. It contains three dropdown menus for 'Worksharing RC', 'Primary Office', and 'Responsibility'. To the right, there is a 'Processing Stage' section with two rows: 'CoR' and 'Citizenship'. Each row has a 'Filter' button. An arrow points from the 'Filter' button for 'CoR' to the 'Filter' button for 'Citizenship'.

After selecting **Filter**, you will be able to apply the country filter individually to the activities by clicking on the country name and choosing **Select**.

The screenshot shows a country selection dialog box. It features a list of countries including Afghanistan, Armenia, Azerbaijan, Bosnia and Herzegovina, Canada, Congo, Democratic Republic, Cyprus, Djibouti, Republic of, Egypt, El Salvador, Ethiopia, Georgia, Germany, Federal Republic of, India, Iran, Iraq, Ireland, Republic Of, Israel, Italy, and Jamaica. A 'Select' button is located to the right of the list. An arrow points from the 'Select' button to the 'India' entry in the list.

## Admin Options

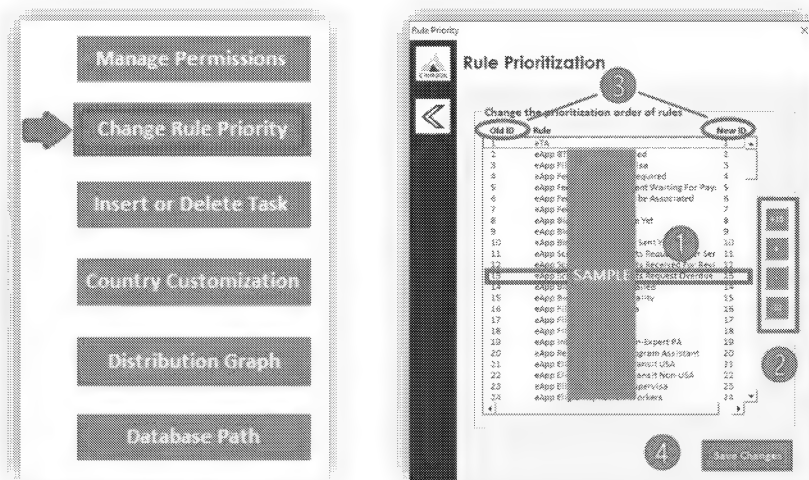
### Manage permissions



This section is managed by the local administrator to customize user's profile.

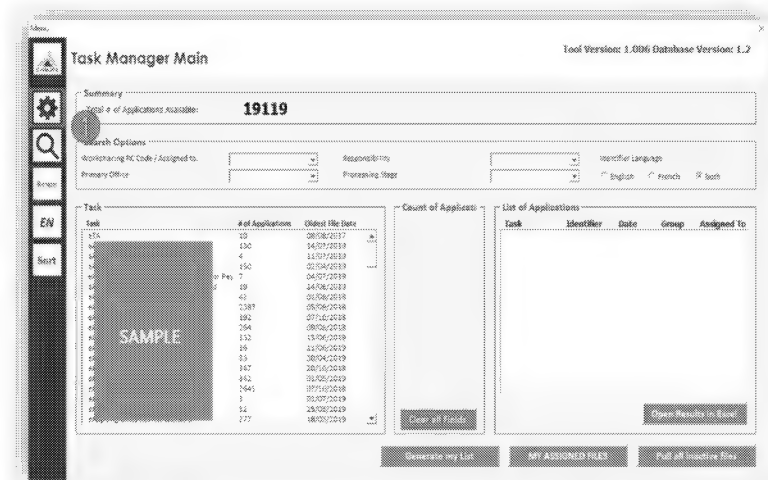
Put the **1 GCMS user name**, the **2 Permission level**, then **3 Save** or **4 Cancel** your settings. Anytime, you can check the **5 Current user's setup**.

### Change Rule priority

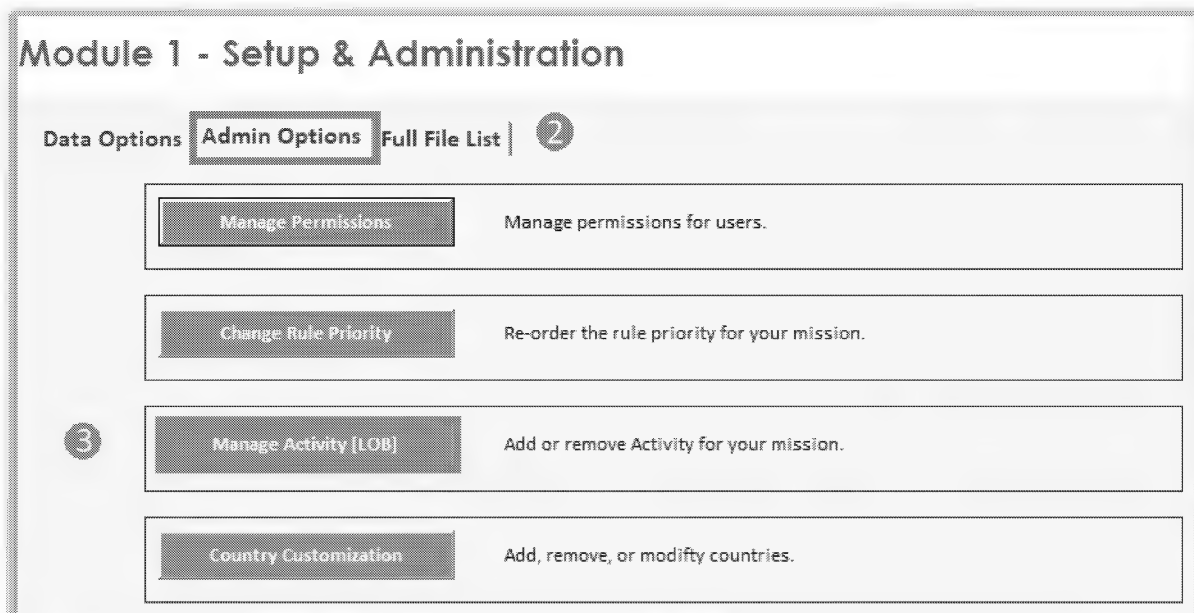


Select the **1 Rule** you want to prioritize, Jump by one or by 10 using the **2 Rank organizer** buttons. Check your **3 Rule prioritization** before you **4 Save changes**.

## Insert, Disable or Enable an Activity



To create, disable or enable activities, click on the **1 Setup & Administration** button, select **2 Admin Options** then click on the **3 Manage Activity [LOB]**.



To insert a new activity, navigate to the **4 Manage Activity tab** and enter the (a) **Responsibility**, (b) **Processing Stage**, (c) **Activity Name**, and (d) and (e) **Activity Description**. (Note: the Activity Description entered will not affect the activity function and can be the same as the Activity Name. Confirm your action by clicking **5 Insert New Activity** button.

### Module 1 - Task Editor

Manage Activity
Set Activity Rule
4

Row N...	Id	AppLobName	AppLOBDescEn	AppLOBDescFr
<input type="checkbox"/> 1	226			
<input type="checkbox"/> 2	227			
<input type="checkbox"/> 3	228			
<input type="checkbox"/> 4	211			
<input type="checkbox"/> 5	212			
<input type="checkbox"/> 6	213			
<input type="checkbox"/> 7	65			
<input type="checkbox"/> 8	66			
<input type="checkbox"/> 9	67			
<input type="checkbox"/> 10	326			
<input type="checkbox"/> 11	151			

(a) Responsibility

(b) Processing Stage

(c) Activity Name

(d) Activity Description

(e) Activity Description

5
Insert New Activity
Delete
Close

After you insert the new activity, you may receive the following Alert. Select **Ignore** and proceed.

Alert

Please check all words spelling starting from **\*\*eApp\*\***  
 If you need to define a Word, Please put the Word as follows  
 [YourWord] under square bracket.

Abort
Retry
Ignore

To disable or enable an activity, navigate to the **6 Set Activity Rule tab**. You can then **7 Disable** or **8 Enable** activities. Click **9 Reset Form** if you want to enable all the activities in the right panel.

Module 1 - Task Editor

Manage Activity

Set Activity Rule

6

Disable Task

eApp

eApp

eApp

eApp

eApp

eApp

eApp

eApp

eApp

eApp

Disable Selected

7

Enable Task

eApp

eApp

eApp

eApp

eApp

eApp

eApp

Pape

Pape

Pape

Pape

Enable Selected

8

9

Reset Form

### Country customization

To **customize a country** in the list, click on the **1 Country**, modify **2 GCMS country code** or the **name** then **3 Save** or **Clear** to return back to the whole list.

Manage Permissions

Change Rule Priority

Insert or Delete Task

Country Customization

Distribution Graph

Database Path

Country List Management

Module 1 - Country Customization

Current Countries

code	Country Name - English	Country Name - French
0	Unknown	inconnu
1	United Kingdom And Colonies	Royaume-Uni et Colonies
2	England	Angleterre
3	British Citizen	Citoyen Britanniques
4	British Overseas Citizen	Citoyens Britan à l'étranger
5	British Dependent Ter. Cit	Citoyens- Dépendances Brit
6	Northern Ireland	Irlande du Nord
7	Scotland	Écosse
8	Wales	Galles, Pays De
9	Channel Islands	Anglo-Normandes, Îles
20	British National Overseas	Résidents Brit- étranger
11	Austria	Autriche
12	Belgium	Belgique
13	Luxembourg	Luxembourg
14	Czechoslovakie	Tchécoslovaquie
15	Czech Republic	Tchèque, République
16	Slovak Republic	Slovaque, République
17	Denmark	Danemark
18	Estonia	Estonie
19	Latvia	Lettonie
20	Lithuania	Lituanie
21	Finland	Finlande
22	France	France
24	Germany, Federal Republic Of	Allemagne, Rép. Fédérale D'
25	Greece	Grèce
26	Hungary	Hongrie
27	Ireland, Republic Of	Irlande, République d'
28	Italy	Italie

1

GCMS Country Code

19

Country Name - English

Latvia

Country Name - French

Lettonie

Save

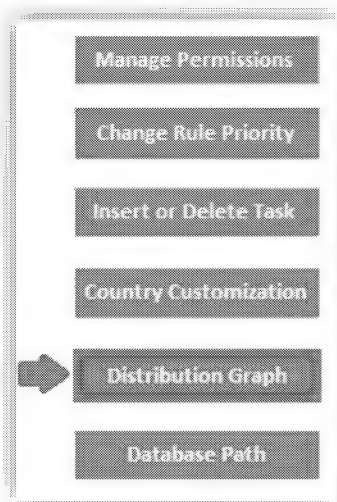
Clear

3

### Distribution graph

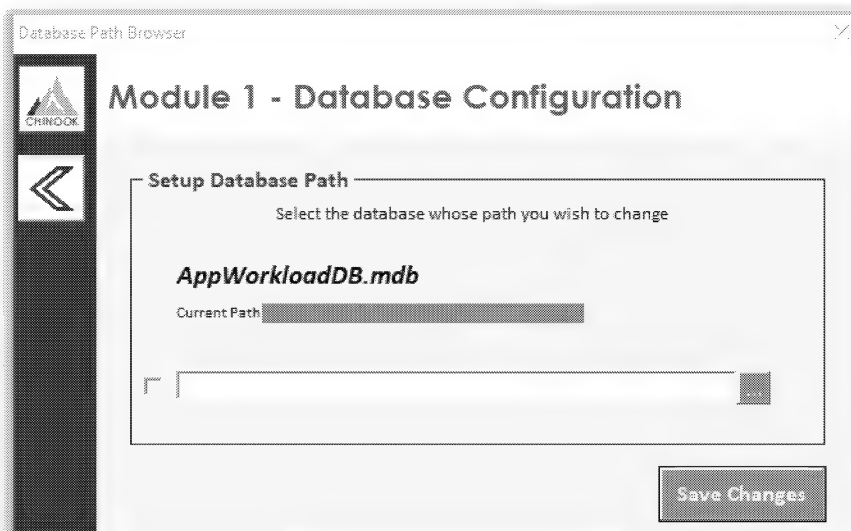
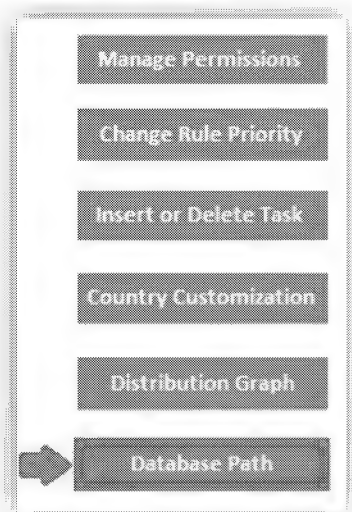
In this section you can visualize the chart related to your results.





Database path

Lead Chinook to your database and save your changes. For more details, how to perform this setup, visit the section named [Initial setup](#).





## Full File List

Edit Activities & Modify Rules

Menu

Task Manager Main

Tool Version: 1.006 Database Version: 1.2

Summary

Total # of Applications Available: **19119**

Search Options

Worksharing RC Code / Assigned to: [Dropdown] Responsibility: [Dropdown] Identifier Language: [Dropdown] English French both

Primary Office: [Dropdown] Processing Stage: [Dropdown]

Task

Task	# of Applications	Oldest File Date
eTA	10	08/08/2017
eTA	130	14/07/2019
eTA	4	11/07/2019
eTA	150	02/04/2019
eTA	7	04/07/2019
eTA	19	14/06/2019
eTA	42	01/08/2018
eTA	2387	05/09/2018
eTA	192	07/10/2018
eTA	264	09/08/2018
eTA	132	13/06/2019
eTA	16	11/06/2019
eTA	53	30/04/2019
eTA	147	20/10/2018
eTA	342	01/05/2019
eTA	2641	07/10/2018
eTA	1	01/07/2019
eTA	52	25/03/2019
eTA	277	18/09/2019

Count of Applications

List of Applications

Task	Identifier	Date	Group	Assigned To
------	------------	------	-------	-------------

Clear all Fields

Open Results in Excel

Generate my List

MY ASSIGNED FILES

Pull all inactive files

To edit activities and/or modify rules, Click on the **1 Setup & Administration** button, select **2 Full File List** tab then **double click** on the **3 Task** to edit.

Module 1 - Setup & Administration

Data Options | Admin Options | **Full File List**

This list displays ALL open files at your Primary Office, regardless of a) whether they have been allocated in Chinook and b) whether they are in a group.

Task

Task	English	French	Oldest Date
No Match	0 records available	0 records available	No records
eTA	12 records available	0 records available	8/8/2017
eTA	130 records available	0 records available	7/14/2019
eTA	4 records available	0 records available	7/11/2019
eTA	131 records available	21 records available	4/2/2019
eTA	5 records available	2 records available	7/4/2019
eTA	17 records available	2 records available	6/14/2019
eTA	41 records available	1 records available	8/1/2018
eTA	2272 records available	116 records available	9/5/2018
eTA	190 records available	9 records available	10/2/2018
eTA	247 records available	17 records available	8/9/2018
eTA	0 records available	0 records available	No records
eTA	0 records available	0 records available	No records
eTA	0 records available	0 records available	No records
eTA	130 records available	3 records available	6/7/2019
eTA	16 records available	0 records available	6/11/2019
eTA	32 records available	1 records available	4/30/2019
eTA	141 records available	9 records available	10/20/2018
eTA	287 records available	61 records available	3/8/2019
eTA	2597 records available	59 records available	10/7/2018
eTA	0 records available	0 records available	No records
eTA	1 records available	0 records available	7/1/2019
eTA	0 records available	0 records available	No records

Criteria's can be **4 Unassigned** or **5 Assigned** to the rule using the Middle Arrows. You can also **6 Create a new criteria** or **7 Edit/Modify** an existing one. Once completed Click **8 SAVE** Button to save changes and close the window.

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Create / Edit criteria

To **6** Create a new criteria, enter the (a) New criteria name, a list of (b) Similar criteria appears. Click on (c) ADD button to prepare the (d) List of new criteria's to be (e) Saved.

To **7** Edit/Modify an existing criteria, lookup for (a) Key word, select your (b) criteria to (c) Rename it or (d) Edit the country list. Verify your (e) pending changes before you (f) Save or Cancel.

## Transitioning to Module 1

Module 1 is an inventory management tool for file triage and activity assignment. It replaces the need for various office-specific tools and GCMS queries. Module 1 automatically triages open applications according to the activity that needs to be completed next, and allows users to work on applications generated from a list of activity lines.

Module 1 streamlines the TR process regardless of processing office and allows for standardized work sharing procedures across the network. For Module 1 to correctly triage files into the required activity lines, officers must follow the standard operating procedures.

Transitioning to Module 1 and adjusting office file management procedures may take up-front resources but will deliver on efficiencies and time savings. Offices are encouraged to go through the standard operating procedures laid out in the activity dictionary to understand how each Module 1 activity should be handled in GCMS.

### Helpful points to remember:

- Each activity line in Module 1 corresponds to a specific file state and action required in GCMS. Files move from one activity line to another after the required action is completed in GCMS and the file is ready for the subsequent action.
- Module 1 does not use paper file locations, organizations, temporary processing groups or GCMS user IDs for file management. Users should refrain from using these other methods to track files in GCMS, and GCMS assigned to fields must be cleared before setting up Module 1.
- Key file stages and their corresponding eligibility statuses are below. If your office does not follow these statuses, it is recommended that you choose a day to switch over your entire TR inventory accordingly.
- Key activities and their corresponding actions in GCMS for handling correspondence
- 

such as by creating or grouping pre-assessment or officer review lines by purpose of visit. However, offices should not deviate from the standard operating procedures and corresponding file states.

Stage	Eligibility Status	Activity
Initial Stage	Null	File preparation activities are underway (e.g., fees, biometrics)
Pre-Assessment	Review Required/Recommend Passed	A program assistant has pre-assessed the file and it is now ready for officer review
Officer Review	Passed/Failed/Recommend Interview	An officer has reviewed the file and made a decision or requested additional items (e.g, documents, verifications)
Post-Decision	Passed/Failed	An officer made a decision on the file and it is now ready for finalization (e.g., passport request, visa printing).

## Specific procedures

### Generalities

If you are currently using paper file locations or Organizations to manage your TR inventory, Chinook Taskmaster doesn't care. Those fields are not included in the module. However, Chinook Taskmaster has two rules which may conflict with your current inventory management system:

- ☞ **Applications in permanent groups are kept together**
- ☞ **Applications that have a value in the Assigned To field can only be pulled by that person**

Make sure that the **Assigned To field** is used sparingly; it should only be used when one specific person should perform the next task. It should not be used for routine file distribution or other tracking purposes.

- ☞ Ensure that GCMS IDs are removed from the field when you are finished with the task.

Close also **Temporary Processing groups** when you are done with them. There is an activity line in Module 1, **Temporary Groups Open Ready for Review**, to assist with inventory cleanup.

You are encouraged to perform a cleanup of **Assigned To** and obsolete **temporary groups** before using Chinook Taskmaster. If you don't, you may see unexpected results.

Chinook Taskmaster includes a **No Match** activity. Applications in this list do not match any activity, and are therefore off the rails or exceptional. A best practice is to include a quality control in your process, to review applications into the **No Match** activity, and provide feedback on correct file management.

### Work-Sharing Procedures

You may be sharing or helping with some part of a **TR caseload** with another office. In this arrangement, the **Primary Office** remains that of the office primarily responsible for the caseload. Shared applications are processed by users **in the other office** with a GCMS role in the Primary Office. These SOPs do not apply to applications that are transferred to another office.

Work-sharing offices should ensure that they are using centralized data pulls for their own office and their workshare offices. The other office should be a secondary office on the applications. If not, you will need to perform a workaround (see below).

If you are working on caseloads for multiple primary offices, you can load the daily data for those offices and then use the Primary Office filter to select different workshare offices in the Taskmaster.

### Secondary Office workaround

Use these workarounds if the other office is not a secondary office.

1. If you have a role in the secondary office, you can transfer the applications to the secondary office and then using your secondary office role, transfer them back to the primary office. This will set the other office as secondary on the applications.
2. Alternatively, do not set the other office as a secondary office; instead, you will assign the applications to individual users in the other office.

*Primary Office*

Pull applications in **Taskmaster** for the activity that you wish to share with the work-sharing office.

If the other office **is a secondary office**:

1. Query for the applications in GCMS under IMM > TR
2. Use Change Records to set the "**Assigned To**" to the **RC code** of the other office (e.g.

If the other office **is not a secondary office**:

1. Query for the applications in GCMS under IMM>TR
2. Use Change Records to set the "**Assigned To**" to the **GCMS User ID** of the intended user

*Other Office*

Use the Work-sharing **RC Code/ Assigned to toggle** to find applications assigned to your **office** or **User ID**.

## Appendix 1: Module 1 Correspondence Handling

What's missing	Item	Conditions	Eligibility status when Outgoing Correspondence sent:	Eligibility status when Item Requested provided:	Incoming Correspondence Requested Item status when provided:
<b>Pre-eligibility</b>					
Fees	Outgoing Correspondence Request Letter, Requested Item Payment Receipt	Fees are Outstanding	Null	Null or Review Required if file check done	Change to Received
Screening documents	Outgoing Correspondence Request Letter, Requested Item varies		Null	Null or Review Required if file check done	Change to Received
Any other documents except CAQ or Parental Consent	Outgoing Correspondence Request Letter, Requested Item varies	none	Recommend Interview	Null or Review Required if file check done	Change to Received
CAQ or Parental Consent	Outgoing Correspondence Request Letter, Requested Item is any of 'CAQ', 'Parent Consent Letter', 'Custodianship Decl. IMM5646', 'Parent Authorization to Travel'	none	Review Required	Do not change, and do not assign	Change to Received
<b>Eligibility</b>					
Any documents except CAQ or Parental Consent	Outgoing Correspondence Request Letter, Requested Item varies	none	Recommend Interview	Recommend Interview and assign to requester	Keep at Provided
<b>Post-Eligibility</b>					
CAQ or Parental Consent	Outgoing Correspondence Request Letter, Requested Item is any of 'CAQ', 'Parent Consent	none	Passed	Passed	Change to Received

Letter',  
 'Custodianship  
 Decl. IMM5646',  
 'Parent  
 Authorization to  
 Travel'

Medical					
Procedural Fairness Response	Outgoing Correspondence Item Procedural Fairness Letter, Requested Item varies	Medical is Failed	Any	Any and assign to requester	Keep at Provided

What's needed	Verification activity status is set to:	Eligibility status is set to:	Misrep status is set to:	Corresponding Module 1 Activity Line
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## Hickey.Donna

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**From:** IN Chinook / Chinook RI (IRCC)  
**Sent:** July 3, 2020 2:26 PM  
**To:** IN Chinook / Chinook RI (IRCC); Catana.Lisa;  
Kedney-Bolduc.Lydia;  
Oickle.Natasha;  
@international.gc.ca';  
@international.gc.ca';  
'Christian.Raymond@international.gc.ca';  
Clack.Trevor; Daponte.Andie; I  
Manhas.Davinder;  
Mpaka.Manzi-Serge; Pearson.Ryan;  
@international.gc.ca';  
'Alexis Fernandez';  
'Alissar.Ribahi@international.gc.ca';  
Amirault.Chantal;  
@international.gc.ca';  
'@international.gc.ca'; Brisebois.Eve;  
@international.gc.ca';  
@international.gc.ca';  
'Christian.Raymond@international.gc.ca';  
Daoud.Yomna;  
'@international.gc.ca';  
@international.gc.ca'; Gullins.Sarah;  
@international.gc.ca';  
@international.gc.ca';  
Landry.Tyler;  
Lee.Joseph;  
Mea.Andjou-William;  
@international.gc.ca';  
Montgomery.Karyne; Morin Lacelle.Jean Simon;  
Parkinson.Joshua; 'I  
@international.gc.ca'; 'Prosper  
Kuwonu'; @international.gc.ca';  
@international.gc.ca';

**To:** @international.gc.ca';

**Cc:** @international.gc.ca';  
 @international.gc.ca';

**Subject:** Amended - HEADS UP - Minor release of Chinook Module 3 - 06-JUL-2020

**Attachments:** Setting up a Chinook Testing Lab  
 Folder\_Nov2019.docx;  
 Card\_DevelopmentNotes.docx; Chinook Module 1 Activity Dictionary - Global Rule Set - 23.06.20.xlsx

Hello Chinook Experts:

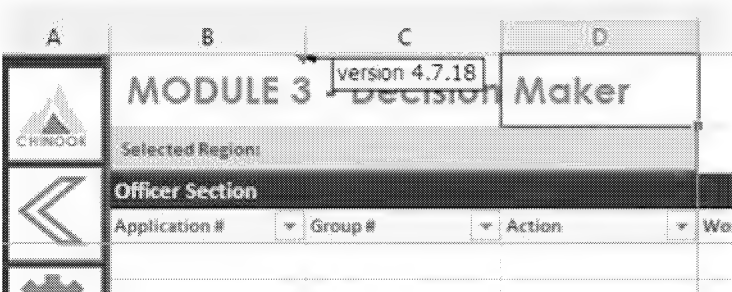
We are ready to release our second to last release on **Monday, July 6<sup>th</sup>, 2020** with some changes to Modules 3+4 as well as an updated Module 1 with updated . The change to the data pulls from EDW will be reflected in the Monday evening extracts between 18:30 and 19:00 (EDT).

We have a webinar training plan from mid-July to early September set now and you should be receiving invitations to those sessions next week. The webinars will be recorded for those unable to make the webinars.

For those offices using Module 1, if you require some assistance with the or I . You may have . Please email and the IN Chinook mailbox assistance.

We are ready for a minor release of Chinook Module 3 that will resolve several issues raised by offices globally. This version has been tested in various offices and is an improvement over current versions.

The version you **MUST** update to is **4.7.19**. You must replace the older versions currently installed at your missions (4.7.16). A reminder that you can verify the version number by hovering over cell B1.



We have also provided a reference document for creating a Chinook testing folder. Depending on the size of the IRCC office and other factors, the Chinook Area Expert may want to test the updated version of Module 3 with a limited number of users/workstations. This will allow the expert to confirm that the tool is . Once the expert is satisfied with stability, the tool update can then be rolled out to more users. See the attached document for more details.

**Main updates:**

- A new disclaimer has been added when Chinook Module 3 launches.

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s.17

- The Mod 3 [redacted] has been removed. We realize this may be a disappointment to some of you. On the plus side, this means Mod 3 should load quicker.
- We've amended some of the language in the [redacted] and some options will now [redacted]. This requirement was added after collaboration with Litigation Management Division.
- Note: A minor update was made in version 4.7.17 which added [redacted]. Module 3 pulls the most recently updated [redacted] entered into GCMS [redacted] and analyzes it against the [redacted] of each applicant. The [redacted] D information is then displayed in the [redacted]. For more details, please see the attached development notes.
- [redacted] a [redacted] which will have to be [redacted] by the user. This will have to be [redacted] by the user until the [redacted] and [redacted] button is fully operational. Testing will continue once MIs are lifted on TRVs.

## **FILES TO DOWNLOAD:**

### **1) Updated Module 3 (version 4.7.19)**

There are versions compiled for each version of MSOffice as follows:

- MSOffice 2013 – Chinook - Module 3- Viewer - O13 Build.xlsb
- MSOffice 2016 – Chinook - Module 3- Viewer - O16 Build.xlsb

Note: In order to ensure all users in your office can access Module 3, please download all build files. Once these are properly installed, the updated [redacted] page will automatically select the correct build of Module 3 depending on the workstation's installed Windows/Office versions.

Download location for Module 3 (all builds)

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249816138&objAction=browse&viewType=1>

### **2) Updated [redacted] (version 1.2)**

You must replace the older [redacted] version currently installed at your mission. With [redacted] version 1.2, you can now verify the version number by hovering over cell B1.

Download location for [redacted] (version 1.2):

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249891031&objAction=download&viewType=1>

### 3) Updated Schema.ini

The updated Schema.ini MUST be place in the data folder (same location as Mod3.xlsb):

Download location for Schema.ini:

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249808563&objAction=browse&viewType=1>

### 4) Daily Data Downloads

A reminder that the zip folder that your office downloads daily will contains 4 files.

1. [NAME OF REGION] – Mod 3-Cols.csv
2. [NAME OF REGION] – Mod 3-Hist.csv
3. Mod 3.xlsb
4. Mod 5.xlsb

5. **Optionally:** Get the ' [redacted] file as well as your regional Module 3 data files from the [redacted]

6. **Optionally:** Place the [redacted] in the same folder as the Module 3 Data (this needs to be done every time the Module 3 data is updated as it only contains the info for the current clients from the Module 3 data set).

Download location for regular Mod 3 – Daily Data Downloads via Chinook Network Drive:

[file://njes1s6857/EDW\\_CHINOOK/](file://njes1s6857/EDW_CHINOOK/)

### Folder Structure:

Reminder of what your folders will look like:

Your data folder should contain the [redacted]

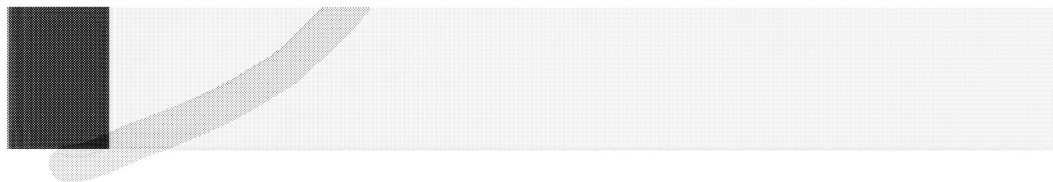
### FINAL IMPORTANT INSTRUCTIONS:

Once you have downloaded the new Module 3 (4.7.19) builds and replaced the old version(s), the initial user MUST open Module 3, [redacted] set the [redacted] and then close [redacted]. Furthermore, the initial user MUST do this step for each of the different builds corresponding to the MSOffice versions used in your IRCC workplace from a workstation which has that build of MSOffice installed.

Eg. Office has users on both MSOffice 2016 and MSOffice 2013. Therefore, after downloading the files into the appropriate file locations, the initial user would open [redacted] on a workstation running MSOffice 2013 and set [redacted] and [redacted] before clicking [redacted]. Next, the initial

user would open [redacted] on a workstation running MSOffice 2016  
and set t [redacted] before clicking [redacted]

Users should always access [redacted] as it verifies and ensures that  
the correct read-only version of the tool is opened based on the installed version of Office. Furthermore, in order to  
avoid instability with the Chinook processing suite, users should turn off [redacted] whenever possible. For more  
information on [redacted] see the Microsoft article [redacted]



Please forward this message to anyone in your region who is using Module 3 and provide them with assistance as necessary.

For error reporting, please be sure to paste the Error Reporting Template below into an email and send to [IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca](mailto:IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca).



## Chinook Error Reporting

User Name	
IRCC Office Location	
Which Chinook module?	
Which version of the Chinook module?	
Which Chinook modules were running at the same time?	
Brief description of event. (what user was doing when issue occurred)	
Screenshots (if possible)	
Which version of Windows?	
Which version of Office?	
Other details?	

Thanks and Happy Chinooking,

IN Chinook